



School Administrator

JOB DESCRIPTION

RESPONSIBLE TO: Business Manager

JOB PURPOSE: To develop and establish administration systems within the school, and where appropriate, supervise others, to deliver an efficient service to support school requirements and support the school's Senior Leadership Team (SLT)

Principal Accountabilities:

Careers Support

- Maintain and update the careers platform (currently Unifrog).
- Coordinate student careers interviews in collaboration with the Careers Adviser
- Assist with the planning and administration of Careers events, including Careers Week.

Work Experience Administration

- Manage forms and correspondence to confirm external work placements.
- Liaise with the work experience provider to ensure all compliance checks are completed.
- Monitor payments related to external checks.
- Collate placement data, including attendance records.
- Support the tracking of placements and student feedback.

Other Administration Responsibilities

- General administrative support to the school including communications, updating management information systems, co-ordinating school activities
- Proactively support colleagues across the school, as necessary/appropriate, and as directed by SLT/ PA to Headteacher
- Produce accurate, timely and professional communications for school stakeholders as directed
- Manage and handle data from various sources to produce reports and use data to complete administrative tasks
- Using management information to design and produce reports
- Prioritise tasks to support school operations and procedure
- Answer telephone calls and reception cover as required



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- Provide First Aid cover as required
- Undertake other administrative duties as directed by line manager and SLT

Confidentiality

- To maintain confidentiality at all times
- To ensure that all documentation is stored and disposed of securely
- To represent the school in a professional manner

Ad hoc duties

- Work flexibly, assist in school activities as required
- Operate in accordance with the School's policies and procedures, ensuring compliance with Safeguarding and Health & Safety
- To keep up to date with changes in Education and at Hampshire County Council

Other Information

Equality of Opportunity

- To take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying
- Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, students, parents, carers and visitors

Confidentiality and Data Protection

- To treat all information acquired through employment, both formally and informally, in strict confidence
- Understand the school's responsibilities under the Data Protection Act 2018 (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this

To Contribute as an Effective and Collaborative Member of the School Team

- Any other duties as reasonably required by any manager of the school
- Attend meetings as required and make a positive contribution during meetings

Safeguarding

- Being aware of and complying with policies and procedures relating to safeguarding and reporting all concerns to an appropriate person

General Policies & Procedures

- Being aware of and complying with policies and procedures and in particular health & safety reporting all concerns to an appropriate person
- Awareness of the responsibilities of the Governing Body



Testbourne Community School

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