

## School Administrator

Salary scale	Grade 4 level 4	Post details	Permanent 37.5 hours/week
Closing Date	Tuesday 17 <sup>th</sup> June 2025	Interview date	Tuesday 24 <sup>th</sup> June 2025
Start date	01/09/25 with the opportunity for handover days during June/ July	Accountable to	Headteacher

Under the direction/instruction of senior staff: provide routine general clerical, administrative, financial support to the school.

### **Job Description**

#### **Organisation**

- Ensure the smooth and effective running of the school office and all administrative and communicative systems
- Contribute towards the planning, development and organisation of support service systems, procedures and policies
- Assist in the organisation of school trips in cooperation with other staff
- Assist with organising parents' evenings and other meetings and events
- Ensure a professional and welcoming reception for all visitors and parents and all visitor checks and health and safety processes are in place to monitor entry in and out of the school

#### **Administration**

- Manage manual and computerised record/information systems
- Analyse and evaluate data/information and produce reports/information/data as required
- Provide personal, administrative and organisational support to other staff
- Oversee and organise admissions procedures in line with Oxfordshire County Council
- Carry out filing, printing and photocopying. Maintain the operation of the printer and photocopier to ensure it's ready to use at all times, resolving any issues as necessary
- Assist with managing the school's email inbox, ensuring the school meets its expected response times and emails are forwarded to the relevant staff member as necessary
- Manage and organise completed forms from parents
- Manage the induction process for new pupils
- Book training courses for staff
- Oversee site maintenance, fire management and health and safety procedures

#### **Resources**

- Order, monitor and manage stock
- Oversee and operate relevant equipment and IT packages (e.g. the school's MIS system)
- Provide advice and guidance to staff, pupils and others on administration systems and events that take place in school
- Assist with the organisation of premises repairs under the direction of the Headteacher/Caretaker
- Ensure the office is kept tidy, organised and in good order at all times, making sure there are sufficient office resources available

#### **Compliance**

- Manage the administration of recruitment including advertising, collating documentation and DBS checks as required
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law
- Participate in training and other learning activities and performance development as required

**Person specification – School Administrator**

Category	Selection Criteria: Essential	Selection Criteria: Desirable
<b>Qualifications/Training</b>	<ul style="list-style-type: none"> <li>• NVQ Level 2 or equivalent qualification or experience in a relevant discipline</li> <li>OR</li> <li>• GCSE English and Mathematics</li> </ul>	
<b>Knowledge, Skills and Experience</b>	<ul style="list-style-type: none"> <li>• Experience of general clerical and administrative work</li> <li>• Appropriate knowledge of first aid.</li> <li>• Sound knowledge of Microsoft Office programmes e.g. Word, PowerPoint, Excel, Publisher</li> <li>• Good understanding and ability to use relevant technology e.g. photocopier</li> <li>• Good keyboard and computer skills</li> <li>• Participate in development and training opportunities</li> <li>• Ability to relate well to children and adults</li> <li>• Work constructively as part of a team, understanding school roles and responsibilities and your own position within these</li> <li>• Ability to work independently and to use your own initiative</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in education</li> <li>• Ability to use Integris/Arbor and IBC (but relevant training will be provided)</li> </ul>
<b>School Ethos</b>	<ul style="list-style-type: none"> <li>• To uphold the Christian ethos of the school</li> <li>• To uphold the Growth Mindset ethos of the school</li> </ul>	
<b>Relationships</b>	<ul style="list-style-type: none"> <li>• Work constructively as part of a team, understanding school roles and responsibilities and your own position within these</li> <li>• Ability to relate well to children and adults</li> <li>• Sense of humour</li> <li>• Ability to be flexible</li> <li>• Self-motivated</li> <li>• Well organised</li> </ul>	