

Job Profile School Administrator – Grade 4 (Term Time Only, 38 weeks plus 5 INSET days – 35 hours)

Core Purpose:

- To carry out all administration tasks needed by the Centre Manager and Senior Leadership Team to ensure the smooth running of an individual centre at Altus School
- To undertake reception duties including answering the telephone, dealing with face-to-face enquiries and acting as the first point of contact for visitors to the school, providing hospitality and other meeting support as required

Main duties and responsibilities include:

- Be responsible for establishing pupil records, preparing induction packs, maintaining accurate records including attendance and liaising with other agencies/schools/LA to ensure accuracy and completeness
- Use Microsoft packages and Management information systems to accurately record student information, including student attendance on SIMS
- Make phone calls home when students are not in school to check reasons for absence, record appropriately and liaise with Centre Manager
- Be the first point of contact for students and visitors to the school, including answering the telephone, dealing with face-to-face enquiries, signing in visitors, making appropriate safeguarding checks when needed
- Liaise with parents, transport and LA to answer queries and resolve problems relating to transport issues, including supporting parents/ carers with applications
- Undertake administration tasks as directed by the Centre Manager or SLT including producing letters, completing reports or forms, photocopying documents
- Send out communication to stakeholders, via text messages and emails as and when required
- Promote the welfare of children and young people at all times and ensure safeguarding policies and procedures are followed
- To undertake any other duties as necessary which are commensurate with the responsibilities and salary of the post to ensure the smooth running of the school office

Special Conditions

- This post is term time plus Inset days (39 weeks)
- The post-holder will be allocated a base of work and will be reimbursed for mileage when asked to carry out work duties at other within the Altus School
- The position is subject to an enhanced Disclosure and Barring Service Enhanced check, and you will be asked to apply for a disclosure certificate if you are offered the position.
- All data and information must be treated as confidential

Criteria	Essential	Desirable
Education		
Level 2 Literacy and Numeracy qualification	E	
Level 3 qualification		D
HR, Administration or business office qualification		D
Knowledge and skills		
Knowledge of and skilled use of Microsoft and information management packages	E	
Ability to be able to work under pressure, meet deadlines, demonstrating flexibility and ability to embrace change	E	
Ability to develop good professional working relationships with staff, students, parents and external professionals	E	
Knowledge and understanding of recruitment process and safer recruitment practices		D
Ability to be able to work under pressure, meet deadlines, demonstrating flexibility and ability to embrace change	E	
Can work independently, unsupervised and manage time efficiently	E	
Can work collaboratively as part of a team	E	
Ability to take responsibility, work autonomously within agreed boundaries and expectations	E	
Experience		
Experience of working in a school environment		D
Experience of working within HR, using a range of Microsoft and other packages		D
Experience of using Microsoft packages to a high level	E	
Safeguarding and confidentiality		
Demonstrate a clear understanding of roles and responsibilities of duty of care and safeguarding	E	
Demonstrate a clear understanding of roles and responsibilities with regard to confidential and safe working practices	E	
Have a proven record of meeting professional standards and being an outstanding role model at all times	E	
Other		
Driving license and willingness to travel	E	