

Job Description - Administrator

Grade 4

Core Purpose:

- To run the school office and carry out all admin tasks needed by the Centre Manager and Senior Leadership Team

Key duties

- Use manual and computerised records/Management information systems
- 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
- 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
- Promote the welfare of children and young people at all times and ensure safeguarding policies and procedures are followed
- Liaise with parents, transport and LA to answer queries and resolve problems relating to transport issues
- Send out communication to stakeholders, via text messages and emails as and when required
- 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

Person Specification

Experience:

- Experience of working in an administrative service, preferably school based
- Experience of creating and developing administrative procedures
- SIMS experience desirable but not essential

Knowledge & Skills:

- Excellent interpersonal skills
- Excellent communication skills both written and verbal
- Organised with the ability to meet deadlines
- The ability to work in a challenging environment with vulnerable young people

Personal qualities:

- Team player but can work effectively alone

- Self-motivated and enthusiastic
- Ability to adapt to a changing environment
- Committed to continued self-development and a willingness to participate in training
- Committed to safeguarding and promoting the welfare of children and young people

Qualifications:

- Educated to GCSE level or equivalent