



Twyford Church Of England Academies Trust

"I have come that you might have life and have it to the full" John 10 v10



Twyford Church of England High School

Job Description

Job Title:	School Administrator
Grade:	Grade 5, scale points 12 - 15 (£32,676 - £34,128 FTE) Pro-rata for term time only - £29,659 - £30,977
Line Manager:	Office Manager
Supervisory Responsibility:	None, assist with work familiarisation of new members of staff
Hours:	Core hours are 8:15am – 3:45pm Mon – Fri (35 hours per week) Term time only

Main purpose of the job

1. Supporting the School's 'Front of House' services
2. To assist with the School's 'first-point of call', First Aid Lead/Welfare Officer in First Aid delivery
3. To support the Administration & Communication Team with a range of organisational, clerical and general tasks on behalf of the school, staff, students, parents and visitors

Main responsibilities and tasks

Supporting the School's 'Front of House' services

- To act as and 'first-point of call' for emergency SIMS and radio alerts as well as to co-ordinate the appropriate response with senior leaders and/or child protection and welfare teams as required
- To have a strong, working knowledge of Whole School systems and daily operations (including the school calendar, assemblies and the wider learning programme)
- To monitor access to the school site during school hours (including ID badges for both staff & pupils and ensuring visitors are DBS checked or escorted around school site by the appropriate member of staff)
- To meet and greet visitors to the school ('front of house') and to provide a high-quality information service to staff, pupils, visitors and external callers, both quickly and accurately for all incoming enquiries received (via Office emails and calls) and in respect of current and future school activities
- To monitor, order and distribute stationery and office supplies (including Reprographics necessities)
- To process all incoming and outgoing post (including special & courier deliveries)
- To collect and distribute second-hand uniforms, lost property & confiscated items

To assist with the School's 'first-point of call', First Aid Lead/Welfare Officer in First Aid delivery

- To assess and treat the students who attend the medical room with medical conditions
- To administer Emergency First Aid in line with the school's policy, guidance and common practice
- To liaise with the Emergency Services or Emergency Contacts when required
- To maintain a log of support given to students in each case
- To update SIMS system with any action information regarding students
- To record accident and injuries
- To undergo First Aid training and refresher courses as required

To support the Administration & Communication Team with a range of organisational, clerical and general tasks on behalf of the school, staff, students, parents and visitors.

Responsibilities are shared with other members of the admin team, under the management of the Office Manager and Administration Manager, and include:

1. Attendance and punctuality monitoring

- To administer the electronic registration and attendance system relating to attendance and punctuality management (including the clerical duties of the sickness/absence notification system and inputting sickness & absences)
- To register students signing-in or leaving the school site on SIMS and assist with locating students who are missing from lessons
- To chase outstanding registers and monitor and maintain weekly reports on outstanding registers

2. Behaviour monitoring

- To have a strong knowledge of the conduct system
- To assist in the administrative process relating to behaviour management (including the clerical duties of exclusions, the detention system and inputting/issuing conduct points)
- To prepare and monitor the Duty Rotas
- To ensure that pastoral information is accurate and updated regularly.

3. General duties

- To undertake similar duties, commensurate with the level of the post, at the discretion of the Office Manager or Administration Manager. This might include temporary re-deployment to meet the needs of the wider school and may involve normal duties having a lower priority or being temporarily put 'on hold'. These duties may include (not limited to):
 - General administrative tasks, requests and communications received by the Office
 - Supporting the administrative tasks of major school events, trips & wider learning
 - Admissions process and administrative support (including Open Evenings and major admissions events)
 - Assessment week and public examinations operational support
 - Reprographic duties accurately and within agreed time constraints (prioritisation of examination papers)
 - General clerical/administrative filing support
 - Lunchtime and/or temporary cover of key positions such as Welfare/First Aid & the Front Desk
- To be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection

- To adhere to School Health & Safety policy, including risk assessments and safety systems, and to assist with student welfare
- To attend and participate in meetings, training, performance management processes and professional development, as required
- To contribute to the overall ethos of the school

Key measures of success

- A well-organised, professional and timely responsive administration service
- Timely and responsive turnaround of daily deadlines on automated systems and/or project and tasked-based work
- Positive feedback from key stakeholders and key users of the administration service including staff, students, parents and visitors

Signatures

Signature of Manager: _____ Date: _____

Signature of Post Holder: _____ Date: _____

Person Specification

Knowledge and Experience	Essential	Desirable
Good ICT skills & advanced MS Office user	✓	
Previous administrative experience or of working in an office or customer service environment		✓
First Aid qualification (3-day at work)		✓
Experience of working within a school environment; awareness of safeguarding (etc.)		✓

Personal Qualities	Essential	Desirable
Professional attitude and approach to work	✓	
Excellent attendance and punctuality	✓	
Ability to cope in an extremely busy and face-paced environment	✓	
Ability to organise, plan and prioritise work, paying attention to detail	✓	
Willingness and ability to manage own time and take full responsibility for work	✓	
Strong team player, willing to be flexible and pitch in to help other members of the team	✓	
Enthusiasm for working with staff and students	✓	
Ability to communicate clearly and effectively with different audiences, orally and in writing	✓	
Able to demonstrate discretion, confidentiality and commitment	✓	

Customer focused with excellent customer care skills	✓	
--	---	--

Key Terms and Conditions

Pay:

Grade 5, scale points 12 – 15 (£32,676 - £34,128)

Starting salary is on the lowest scale point in the grade; increments are then paid to staff with more than 6 months service in April of each year until the highest scale point in the grade is reached. Payment is by bank transfer on or by 26th of each calendar month.

Hours of work: Term Time only contract

The working week is 35 hours; Mon – Fri, core hours are from 8:15am – 3:45pm with a 30-minute lunch break or as agreed with the Administration & Communications Manager.

Weeks of work:

This is a term time only position but additional days and evenings will be required during the school holidays at the discretion of the office manager e.g. Exams Results Days, Opening Evenings. The expectations of which will be discussed in the interview and within the job offer.

Pension Scheme:

You will be entitled to join the Local Government Pension Scheme. Details of the scheme are found here: www.lgps.org.uk

Probation:

All support staff appointments are subject to satisfactory completion of a 6-month probationary period.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant will be required to apply for an enhanced disclosure from the DBS (Disclosure and Barring Service), previously the CRB.

For more information visit <https://www.gov.uk/crb-criminal-records-bureau-check>

You will also be expected to sign and adhere to the Trust's SAFEGUARDING CHILDREN & YOUNG PEOPLE and SAFE WORKING PRACTICE AGREEMENT which is available as a download on the Trust website.