

Job Description: School Administrator

Responsibilities

The responsibilities outlined in this job description may be modified by the Director of HR, Compliance and Safeguarding, with your agreement, to reflect or anticipate changes in the role, commensurate with the salary and job title.

School Administrator Responsibilities

Reporting to the Headteacher, the post holder is required to:

- Provide administrative support to the Senior Leadership Team and teaching staff to ensure the smooth day-to-day operation of the school.
- Manage the school's reception area, greeting visitors, handling enquiries, and ensuring a welcoming environment.
- Oversee the maintenance of student records, ensuring all information is kept up to date and compliant with GDPR regulations.
- Coordinate communication between staff, students, parents, and external agencies, ensuring timely and accurate dissemination of information.
- Support the admissions and enrolment process, maintaining accurate records of applications and student placements.
- Organise school events, meetings, and training sessions, ensuring appropriate arrangements are in place.
- Maintain and update the school's information management system, ensuring data integrity and accuracy.
- Oversee student attendance records, supporting the pastoral team in monitoring absence trends.
- Assist with safeguarding procedures, ensuring all visitors sign in and are appropriately vetted.
- Liaise with external organisations, including local authorities and examination boards, as required.
- Maintain an organised and efficient office environment, ensuring resources are well managed and accessible.
- Support with site health and safety in accordance with the law and In Toto Ed policies.

Administration

- Read and comply with all school policy documents.
- Ensure effective time management and prioritisation of administrative tasks.
- Play a key role in the smooth operation of the school's administrative functions.
- Safeguard the health and safety of yourself and others in accordance with the school's Health and Safety Policy.
- Contribute to meetings, discussions, and management systems necessary to coordinate the work of the school as a whole.
- Promote equal opportunities within the school and support the implementation of the school's equal opportunities policy.
- Undertake any pastoral and administrative duties as agreed with the Headteacher or Senior Leadership Team.
- Participate in the performance management system for the appraisal of your own performance and contribute to the professional development of colleagues where necessary.
- Help to maintain a tidy, organised, and welcoming school environment.

Department

- Attend departmental and administrative team meetings as required.
- Contribute to the continuous improvement of school administrative processes.

Other Professional Duties

- Support and foster the aims and ethos of the school.
- Familiarise yourself with the contents of the Staff Handbook, school policies, and procedures.
- Undertake duties as allocated by the Headteacher, including covering for absent colleagues where necessary.
- Attend staff meetings, training sessions, and other key events as required.
- Notify the Headteacher or appropriate manager in advance if absence from work is necessary and ensure any outstanding work is covered.
- Participate in professional development opportunities and engage in training relevant to the role.

Safeguarding

The postholder will be required to:

- Submit an Enhanced Disclosure and Barring Service (DBS) check.
- Complete Child Protection Training.

- Promote and safeguard the welfare of all children and young people they are responsible for, or come into contact with.

This job description indicates the expectations of staff. Job descriptions are not exhaustive, and you may be required to undertake other duties when required.