



## **Waterloo Lodge School**

### **Job Description & Person Specification**

#### **School Administrator Assistant**

**Line Manager: Head Teacher / Office Manager**

**In addition to the requirements of an Administrator Assistant and any other agreed responsibilities.**

#### **Job Purpose**

To assist the Office Manager in developing the school as a high-quality specialist provision for Autistic pupils by providing the highest standards of pastoral care for all pupils of all abilities in a safe and orderly learning environment which provides a high standard of behaviour.

#### **Areas of Responsibilities and Key Tasks**

- Contribute to the life and community of the school in all of its aspects.
- To work within the philosophy of the school at all times.
- Ensure all administrative tasks are completed on time.
- To ensure that the school operates in an efficient manner.
- To prioritise own workload in order to ensure the proficient operation of the school.
- To work under the direction of the Executive Head Teacher, Head of School and in conjunction with the requirements of the Senior Leadership Team.
- To have professional integrity and discretion in relation to the overall function of the school, staff and pupil confidentiality.
- To ensure all individual files and records are kept up to date and maintained on a strictly confidential basis.
- To maintain individual contact with all parents, professionals and other parties on matters relating to school.
- To keep the Executive Head Teacher, Head of School and other relevant staff informed of any issues arising.
- To request and maintain the school's weekly petty cash float.
- To Ensure all electronic systems are maintained and kept up to date.

## **Pupil Care and Welfare**

- Be familiar with and supporting all staff in following the school's safeguarding policy.
- Be aware of, and comply with, policies and procedures relating to child protection; health and safety; confidentiality and data protection, reporting all concerns to the appropriate person.

## **Other**

- Review, assess and comment on (orally and written) his/her practice, programmes of work and to participate in the arrangements for his/her further training and professional development as Administration Assistant.
- Comply with the school handbook and the requests, memos and directives given by the Executive Head Teacher / Head of School and Deputy Head Teacher.
- Accept responsibility for areas within the school as allocated by the Executive Head Teacher and specific tasks dependent on ability.

## **Working Time**

- The Administration Assistant will be required Monday – Friday on a full-time basis
- Working hours are Monday – Thursday 07:45 -16:00 & Friday 07:45 – 14:45
- Term time only.

## **Essential**

- GCSEs in Maths and English, grade C or above (or equivalent)
- Basic computer literacy skills
- Ability to work as part of a team
- Flexible approach to working
- Ability to build relationships with adults & young people
- Ability to work on own initiative
- Willing to undertake training
- Ability to prioritise tasks

## **Desirable**

- Previous experience of working in an educational setting
- Driving Licence