

Job Description: Administrator

Falkland House School acts as an aware employer and is totally committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority.

This commitment extends to robust Recruitment, Selection and Induction procedures.

This post is subject to a satisfactory Disclosure Scotland checks.

Purpose of the Job

The post holder will:

- Lead on the provision of effective administration and personnel systems for the school.
- Provide administrative, clerical and secretarial support to the school, liaising with relevant colleagues to maintain systems which facilitate effective financial controls.
- Ensure all stakeholders benefit from high standards of service.

1 The term 'school' encompasses education, care, health and other associated services provided by the organisation

Key Result Areas

The post holder will:

- Work with relevant colleagues to provide efficient and effective personnel and administration functions for the school.
- Provide clerical, secretarial and administrative support to all aspects of the school's activity.
- Contribute with commitment to improving standards and outcomes for all students.
- Actively promote equal opportunities and diversity across the school.
- Assist in the undertaking of specialist projects as required.

Duties and Accountabilities

Administration, Clerical and Secretarial

The post holder will:

- Provide effective and efficient secretarial, administrative and clerical services to the school, SLT team and other staff by arrangement.
- Welcome visitors in a professional and hospitable manner, ensuring signing-in procedures are followed, and providing refreshments as required.
- Ensure appropriate standards of tidiness and order in the reception area(s) so as to project a professional and welcoming environment for students, stakeholders and other visitors to the school.
- Receive and prioritise incoming telephone calls and deal with them appropriately including recording and distributing messages as required.
- Distribute incoming post and goods received.
- Provide administrative and secretarial support in such areas as word-processing, correspondence, reports, reviews and publications, updating and extracting computer information, photocopying and filing.
- Ensure all photocopiers and reprographics machinery is well maintained and serviced on a regular basis.
- Liaise with relevant colleagues to administer the schools admissions procedures and assist in the efficient transition and transfer of students.
- Input information relating to staff and students on the appropriate Management Information Systems.
- Manage and administer petty cash, wages.
- Order stationery, consumables and other supplies.

- Assist in the maintenance of appropriate stock, equipment, materials and consumables
- Understand the implications and application of the Data Protection act and other legislation to ensure confidentiality of records and information is maintained
- Log attendance records for pupils on iSams

General Responsibilities

The post holder will:

- Safeguard and promote the welfare of children and young people.
- Work in accordance with professional practice, statutory and legal requirements and the policies of Falkland House School.
- Take on specific tasks related to the day-to-day administration and organisation of the school.
- Be committed to Continuing Professional Development and keep up to date with national and local issues and guidance, undertaking training as appropriate.
- Reflect on their personal contribution to school achievements and take account of feedback.
- Support the Operational Team as an ambassador for the school in the wider stakeholder network.
- Be required to meet their statutory responsibilities with regard to health and safety, equality and diversity in the workplace and other relevant employment legislation.
- Take on any additional responsibilities which might from time to time be determined.

Team working and collaboration

The post holder will:

- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.

Other Duties and Responsibilities

A job description can never be fully descriptive and exhaustive of unforeseen changes or circumstances. It is expected that staff will, within reason, respond to unforeseen circumstances and emergencies as they arise, commensurate with their qualifications, experience and the situation.