

THE WENLOCK SCHOOL

JOB DESCRIPTION: School Administrator

Reports To: Business Manager

Review and Amendment: This job description will be reviewed annually and may be subject to modification and amendment following consultation between the Business Manager, Headteacher and the post holder.

Purpose of Job:

To provide a comprehensive administrative service to the School, Headteacher and Senior Leadership Team at The Wenlock School. To ensure that the systems in place facilitate the smooth running of the school. The post holder will be expected to work on his/her own initiative and as part of a small team.

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 The Wenlock School;
- General office typing, assist with telephone enquiries, taking messages and answering enquiries related to the school and direct where appropriate;
- To operate an effective filing and retrieval system;
- To assist with the distribution of post and the receiving of parcels;
- To receive and welcome visitors to the school;
- To assist with the ordering of supplies and consumables. Allocating correct codes and following accounts procedures using Focal Point;
- Processing of invoices and liaising with Head Office Accounts Department;
- Liaising with and following up on transport issues for pupils (e.g. late arrival)
- To monitor gate, receive visitors and check deliveries to the site;
- Booking appointments for visiting professionals and parents and undertake diary management as required by the Business Manager;
- Maintaining and updating the Pupil Admissions Register;
- Keeping accurate pupil attendance data using iSAMS, producing statistical information regarding absences;
- Updating iSAMS student information as required.

Organisational Duties

- Work within the provisions of the Data Protection Act, observing strict confidentiality in relation to all aspects of work undertaken.
- Each individual must ensure that they meet their statutory responsibilities with regard to Health & Safety, Equal Opportunities and other relevant legislation, and should conform to professional and ethical requirements.
- Any other appropriate duties as allocated by the SLT or Head teacher.

Further Responsibilities

- Maintain an appropriate awareness of and work effectively within the policies and procedures of The Wenlock School, participating in appropriate processes, e.g. Appraisal, Continuing Professional Development etc.;
- To be aware of and work within the Health and Safety at Work Act 1974 and all related legislation and best practice;
- To undertake any other duties as may be reasonably required commensurate within the role.

Pupil Care and Welfare

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

Managing own Performance and Development

The post holder will support the school by:

- Being aware of and complying with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate designated person;
- Contributing to the overall ethos/work/aims of the school;
- Appreciating and supporting the role of other professionals
- Attending relevant meetings as required;
- Participating in training and performance management as required;
- Achieve challenging professional goals;
- Take responsibility for your own professional development.

Health and Well-Being

The post holder will:

- Be aware of the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children and young people;
- Know how to identify potential child abuse or neglect and follow safeguarding procedures;
- Know how to identify and support children and young people whose progress, development or well-being is affected by changes or difficulties in their personal circumstances, and when to refer them to colleagues for specialist support.

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.