



## The Crypt School

### JOB DESCRIPTION

<b>POST</b>	School Administrator
<b>RESPONSIBLE TO</b>	Head's PA
<b>JOB PURPOSE</b>	Assisting the Head's PA and providing general administrative support
<b>GRADE</b>	Grade D Point 11-17 £17007 - £18672 pro rata (£6888 to £7562)
<b>DETAILS</b>	18 hours per week – term time only (0.405 FTE). However, this is likely to increase to 25 -30 hours within the first 12 months.

#### **Definition :**

A new role providing administrative support to the Main School Office, with particular focus on working with the Head's PA, but also shadowing other key roles such as the Data Administrator.

#### **Outline of Main Duties:**

- Shadow and learn main duties of Head's PA;
- Assist in the preparation and organization of admissions and appeals;
- Assist in the preparation of HR documentation for staff;
- Use the School Management System and understand the key daily duties of the data administrator;
- Administer school trip paperwork;
- Handle all main correspondence for Parentpay;
- Provide general administrative support including answering general queries by telephone, writing and dispatching emails / letters, photocopying, filing and preparation of refreshments
- Assist in organization of special school events, i.e. Open Day, Founders' Day, etc.
- Undertaking any other tasks / duties as may be reasonably required
- Assist in any duties relating to efficiency of the main school office and general administration of the school;
- Will need to undergo safeguarding training, as working with Young People;

#### **Knowledge, Skills and Abilities :**

- Computer Literate, particularly Microsoft Office, Excel, Word, mail merge and databases;
- Excellent communication skills, both written and verbal - ability to communicate confidently with staff at all levels, pupils, parents and external visitors;
- Ability to respond appropriately to a wide range of enquiries;
- Capability to operate standard office equipment, including but not limited to: computers;

- telephone systems; copiers;
- Ability to follow oral and written instructions;
- Effective time management being able to prioritise and manage multiple tasks.

**Minimum qualifications :**

- At least 2 years' experience in general office responsibilities and procedures
- Must be computer literate
- Knowledge of principles and practices of basic office management and organization
- Abilities to work well either alone or as part of a team

**Staff & Others Supervised by the Job Holder:**

- None

**Health and Safety**

- Undergo Basic First Aid training and update courses if requested
- Be aware of the responsibility for Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.

**Continuing Professional Development**

- In conjunction with the line manager take responsibility for personal professional development, keeping up-to-date with developments relating to school efficiency, which may lead to improvements in the day-to-day running of the school.
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management process-evaluating and improving own practice

**Staff & Others Supervised by the Job Holder**

None

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of the job description and changes to it may be negotiated at the request of either the Head's PA or the incumbent of the post.