



# Caldy Grange Grammar School

## Job Description

<b>Administrator (Term Time Plus 2 weeks)</b>	
Scale	Pay Band D (with First Aid responsibilities)
Accountable to:	Office Manager
Responsible for:	No line management responsibilities
<b>Job Purpose:</b>	
<ul style="list-style-type: none"> <li>▪ To undertake administrative, and organisational processes within the school under the guidance of senior staff. To maintain and monitor records including computerised records, and producing reports as required</li> <li>▪ To provide a professional and confidential point of contact, liaising as appropriate with senior staff, faculty leaders and year heads and parents/carers.</li> <li>▪ To provide first aid care to students, school staff and visitors in compliance with policy and regulations.</li> </ul>	
<b>Principal Duties and Responsibilities</b>	
<b>Administration</b>	
<ul style="list-style-type: none"> <li>▪ Undertake typing, word processing and other ICT based tasks including the production of letters, reports, schedules etc.</li> <li>▪ To undertake work associated with processing of orders and ensuring deliveries are recorded</li> <li>▪ Support the co-ordination of student key stage transition</li> <li>▪ Manage the processing of student transfer files</li> <li>▪ Maintain manual and computerised records and/or management information systems and producing reports as required</li> <li>▪ Assist in the collation of information for various returns as required by the local authority and DfE</li> <li>▪ Take notes at meetings and circulate to attendees e.g. staff meetings</li> <li>▪ Sorting and distributing the internal and external mail.</li> <li>▪ To assist, when necessary, in the support of examinations, including invigilation</li> <li>▪ Provide routine clerical support in relation to the production and distribution of specific materials e.g. school newsletters, school comms, school prospectus etc.</li> <li>▪ Assist with the administration relating to school events e.g. open evenings and award evenings as required</li> <li>▪ To support with general administrative tasks within the office for e.g. bus passes, lockers and lost property</li> <li>▪ Coordinate the internal and external student appeals process (year 7 – 13 inclusive) for the both the Independent and Governing Body Appeal Panel, liaising with parents/carers as appropriate</li> <li>▪ Provide administrative support to the Independent and Governing Body appeal panel, ensuring that all necessary documents, meeting rooms and correspondence are accurate and provided in a timely manner to all parties</li> </ul>	
<b>Organisation</b>	
<ul style="list-style-type: none"> <li>▪ Undertake reception duties, answering telephone and face to face enquiries</li> <li>▪ Support the organisation of school trips via the evelove platform, including external transport bookings, visits by the vaccinations team, photographer, mouthguard fittings and parents etc.</li> </ul>	

- Support with minibus bookings for school activities including maintaining records, driver declarations, fuel card administration etc.
- To assist with student first aid and welfare duties, and liaise with parents/carers and/or staff etc as appropriate
- To organise and provide clerical support, e.g. reprographics, filing, emailing, completing routine forms and responding to routine and complex correspondence

#### **Resources**

- Support with processing purchase orders for faculty and other areas around the school e.g. stationery, planners, exercise books and book covers
- Maintain stock and supplies of resources, cataloguing and distributing as required
- Provide general advice and guidance to staff, students and others
- Use of reprographics equipment

#### **Support for the School**

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background
- Contribute to the school ethos, aims and improvement plan
- Work as part of a team, appreciating and supporting the role of other people in the team.
- Attend and participate in meetings as required
- Undertake personal development through training and other learning activities including performance management as required
- Assist in the induction of colleagues as required
- Ensure effective team communication, participate in regular team meetings
- The post holder may be required to work flexibly to support school events and activities

### **Personal Attributes**

#### **Communication & Influence**

Communicates in a clear, accurate and succinct manner to delivering information to the right person ensuring they understand the message. Ensures that method of communication is appropriate to achieve the required result. Provides factual information as requested or re-directs requests to a more appropriate person

#### **Team working**

Acts in a manner consistent with team goals, standards and values, actively co-operating with colleagues in own area. Maintains open and honest relationships with colleagues and shows sensitivity to the needs and feelings of others. Actively listens to take account of others' views and opinions. Works with the team to generate solutions and reach consensus

#### **Organisational Awareness**

Demonstrates a broad knowledge of the school's activities and how they contribute to the school's performance as a whole. Is able to describe the current activities in their area and whole school developments. Demonstrates how own job performance contributes to the school's vision

#### **Adaptability**

Responds positively to the change process. Helps others to understand the need and reasons for change

Effectively implements new ideas and methods to adapt working practices

Helps plan, develop, set up and monitor systems and processes to effect change

Challenges conventional thinking and existing practices

#### **Use of Technology**

Is able to use and understands the purpose of information communication technology (ICT) and has the ability to search for and extract information from a range of technology

Adapts data according to particular needs and presents it appropriately

**Professional Values and Practice**

Ability to build and maintain successful relationships with people, treat them consistently, with respect and consideration

Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice

Ability to improve your own practice through observations, evaluation and discussion with colleagues

**Experience & Knowledge**

Experience of clerical/administrative/financial work

Experience of dealing with parent and student enquiries

Knowledge of relevant school policies

Appropriate knowledge of First Aid (or a willingness to gain qualification)

Basic awareness of safeguarding and inclusion, especially within a school setting

**Qualification & Training**

Level 2 qualification in Numeracy/Maths and Literacy/English or equivalent qualification

NVQ Level 2 in Administration/Business or equivalent qualification or experience

Appointed Person First Aid

Safeguarding Students basic awareness

**Disclosure**

The Governing Body is committed to safeguarding and promoting the welfare of students and the highest priority is given to this following the guidance and regulations of safeguarding.

The post holder is subject to Enhanced Disclosure from the Disclosure & Barring Service (DBS) and any other statutorily required clearance

**Other**

- This appointment is with the Governors of the school under the terms of a contract signed with the Governors as employers. It is subject to the current conditions of service applicable for this post and other current education and employment legislation
- All employees of Calday Grange Grammar School have a responsibility to comply with policies and procedures relating to the safeguarding of students, child protection, health, safety, confidentiality, internet acceptable use (including social networking) and data protection
- All employees are expected to be flexible in undertaking their duties and meeting their responsibilities. Staff are expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access for disabled members of staff or continued employment for any member of staff who develops a disabling condition
- This job description is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade