



Highclare School

Administrator (General) Job Description

Job Purpose

The post holder will be responsible for general administration duties, as directed by the Business Manager or Headmaster's Secretary, working in any area of the school to support the administrative function of the school.

Duties and Responsibilities

1. To undertake general administration duties as directed, working in any of the three school offices as required. This includes:
 - a. General clerical duties such as typing and use of school diary
 - b. Answering the switchboard and passing on messages in a timely and secure manner
 - c. Supporting marketing of the school to prospective and current parents including attending open days and other school events as required
 - d. Greeting visitors and maintaining Visitors' book and issue of Visitors' badges and ensuring visitors are well received and directed appropriately
 - e. Monitoring exit and entrance of pupils within the school day, ensuring they sign in and out as required.
 - f. Liaison on a daily basis with other sites, via email, telephone etc for relaying messages and information
 - g. Dealing with incoming and outgoing post
 - h. Using the school attendance system (registration on SIMS) on a daily basis, following up on unauthorised absences as required
 - i. Provide first aid support as required.
 - j. Responding to the specific needs of the site as required. This will vary due to the age of the pupils on the site in question.
2. During school holidays, more general administration duties will be required to ensure the office is well prepared for school time. These include filing, re-organisation of pupil records, sorting and tidying of storage areas in the office and basement.
3. Carry out any other duties as commensurate with the grade in order to ensure the smooth running of the School
4. Ethos: Adhere to the ethos of the School:
 - a. Promote the agreed vision and aims of the School
 - b. Set an example of personal integrity and professionalism
 - c. Attend appropriate staff meetings and parents' evenings

This list is intended to be as comprehensive as possible, but is not exhaustive.

Highclare School is committed to safeguarding and promoting the welfare of its pupils. There is a legal requirement to provide satisfactory replies to List 99 enquiries which are obtained in the form of an Enhanced Disclosure from the Criminal Records Bureau.



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Administrator (General) Person Specification

Essential Skills Required

1. Be willing to work in a developing and pressured environment to meet the needs of the school, managing competing and changing priorities to meet deadlines
2. Work in a confidential manner in accordance with procedures and policies
3. Produce accurate work to a high standard
4. Have excellent communication skills and excellent telephone manner
5. Able and confident to work on own initiative
6. Ability to evaluate and improve working practices over time.
7. A minimum of 5 GCSE's or equivalent including Maths and English at Grade C or above

Desirable skills

1. School experience
2. Experience of SIMS

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