

JOB DESCRIPTION

The Special Partnership Trust: An ambitious, inspirational partnership of outstanding learning.

Job Title:	School Administrator
Salary/Range:	Grade F
Hours:	22.5 hours per week (39 weeks per year)
Base:	Pencalenick School
Responsible to:	Head Teacher PA to Head Teacher
Direct Supervisory Responsibility for:	N/A
Important Functional Relationships: Internal/External	Head Teacher, ARB Assistant Head, PA to Head Teacher, School Leadership Team, school staff, governors, pupils LA representatives, suppliers and contractors, parents, visitors to the school, partner schools, external support agencies

Main Purpose of Job:
<ul style="list-style-type: none"> To be the first point of contact for all administration relating to pupils and staff at the ARBs To provide administrative and Reception support for Pencalenick School

Main Duties and Responsibilities:
<ul style="list-style-type: none"> To be the first point of contact for HR queries relating to the ARBs and carry out associated administration, in particular recruitment, variations to contracts and absence management To process DBS and other pre-employment checks and Letters of Assurance for the ARBs To maintain all confidential ARB staff records relating to contracts, terms of employment and absence To input information relating to staff and pupils on SIMS to ensure up to date and accurate records and to assist in the production of the pupil census To administer the Annual Reviews process for the ARBs, generating the appropriate documentation and ensuring statutory deadlines are met To administer and co-ordinate arrangements for public exams for the ARBs To provide administrative support to the ARB Assistant Head and Senior Leadership Team and support whole school events eg Parent Evening and public events To support Reception - welcome visitors in a professional and hospitable manner, ensuring signing-in procedures are followed and to provide refreshments as required To support Reception - receive and prioritise incoming telephone calls and deal with them appropriately including recording and distributing messages as required and booking appointments To ensure appropriate standards of tidiness and order in the school reception area in order to project a professional and welcoming environment for parents, pupils and visitors To provide administrative and secretarial support in areas such as scheduling meetings, minute taking, word-processing, correspondence, reports and publications, updating and extracting computer information, photocopying and filing/archiving To support unannounced Ofsted inspections, working with other administrative staff

General/Other:

- To provide Reception cover as required
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance
- To maintain the utmost confidentiality with regard to all reports, records, personal data relating to pupils and other information of a sensitive or confidential nature
- To be aware of and adhere to all Trust policies and procedures
- To be responsible for your own continuing self-development and attend meetings as appropriate
- To undertake other duties appropriate to the post as required

Person Specification**Job Title:** School Administrator

Person Specification:	Essential	Desirable	Recruiting method
Education and Training	Attainment of GCSE qualifications A- C or equivalent (Level 2 standard of education) to include Maths and English	Attainment of NVQ Level 2 qualification in receptionist/clerical related field	Application
Skills and Experience	Experience of clerical work Experience of telephone network systems Communication skills Organisational skills Able to work on own initiative and as part of a team	Experience of reception and clerical work in a school or similar environment Experience of HR and Safeguarding administration in a school or similar environment	Application/Interview/Assessment
Specialist Knowledge and Skills	Knowledge and practical application of Microsoft packages Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people Demonstrates an awareness, understanding and commitment to equal opportunities	Typing skills	Application/Interview/Assessment
Behaviours and Values			Application/Interview/Assessment

