

## JOB DESCRIPTION

|                 |                                                                                                                       |
|-----------------|-----------------------------------------------------------------------------------------------------------------------|
| Post Title:     | Administrator                                                                                                         |
| Responsible to: | HR & Admin Manager                                                                                                    |
| Liaising with:  | Headteacher, SLT, teaching & support staff                                                                            |
| Working Time:   | 37 hours per week, Term Time Only<br><i>Specific hours and lunch break agreements to be agreed with line manager.</i> |
| Salary Grade:   | Single Status Grade 4                                                                                                 |

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### Key Responsibilities

To provide administrative & reprographics support

To provide a professional service to everyone who contacts the school

Flexibility to work across all sites and vary working patterns is required.

### Specific Responsibilities

1. To assist the HR & Admin Manager in providing a whole school administrative service e.g.: word processing, publisher documents and power-point presentations alongside reprographics support for the rest of the school
2. To assist the HR & Admin Manager in producing school publications, planners & reports
3. To prepare, process & distribute all documentation in the house style
4. To support the HR & Admin Manager to ensure systems for providing all who contact the school with information on such matters as holidays, courses, vacancies and school events.
5. To deal with all callers, whether in person, by telephone or other means, promptly, courteously and effectively, observing appropriate safety and security procedures
6. To maintain a neat, tidy and welcoming office and reception area so as to promote a professional image of the school
7. To support arrangements for school events, attending as required on a time in lieu basis
8. To assist in the maintenance and updating of all resources and computer filing systems
9. To assist in annual archiving
10. To ensure the provision of hospitality to visitors as appropriate
11. To provide cover / additional support for / to any other member of Admin Team as required in the event of staff absence or meeting school priorities

### Other Specific Duties:

To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.

To actively promote and adhere to the school's policies.

To continue own personal development and to engage actively in the appraisal process.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers

Employees are expected to adhere to the standard dress code presenting a professional image to students, parents, governors and the wider community

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Such variations are a common occurrence and cannot themselves justify a*

*reconsideration of the grading of the post. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it will be amended accordingly. It will anyway be subject to periodic amendment whenever circumstances or appraisal processes dictate changes in the post holder's role within the School.*

*The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Headteacher:..... Date:.....

Postholder:..... Date:.....