

School Administrator – Job Description

<u>Job Title:</u>	School Administrator	<u>Position:</u>	Term Time + Training Days (37.5 hrs a week/40 weeks per year) with occasional additional hours as agreed.
<u>Appointed by:</u>	Senior Leadership Team	<u>Salary Range</u>	£19716-£22315 (actual)
<u>Reports to:</u>	Business Manager	<u>Type of Contract:</u>	Permanent

Purpose of the Job

- To provide administration support to the SLT so as to ensure the efficient and purposeful running of all administrative and organisational matters within PHS.

Key Responsibilities

General Administration Responsibilities

- To maintain confidentiality on all matters arising from work undertaken and to keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times.
- To prepare, produce and distribute an annual calendar of events, including term dates and training days.
- Update and distribute online and offline communications (e.g. letters, newsletters, social media posts etc) to parents, staff and other stakeholders
- Manage the school's email inbox, ensuring the school meets its expected response times and emails are forwarded to the relevant staff member as necessary
- To assist in the organisation of PHS events as requested by SLT.
- To prepare correspondence for SLT's signature
- To keep safely stored, accurate and up-to-date copies of all such correspondence as requested by any member of the SLT
- To proof read school communications
- Assist in booking internal and external training courses for all staff and maintaining a record of training undertaken.
- To ensure the Policies and Procedures folder is kept up to date and in order
- To undertake the scanning of, saving and secure storage of paper documents relating to present and past students over a period of time to be agreed with the Principal

- to contribute to discussions about management systems, where and when requested by the Business Manager
- to assist in the completion of the annual census return required by the DfE and ISA

Exams Administration

- Understand the regulations and requirements of all external examinations held by the school, and manage the effective delivery of examination administration across school.

Health and Safety Administration

- Understand the regulations and requirements of health and safety in school, and support the responsible person to manage the health and safety administration.
- Support in the administration and delivery of first aid and medication across school.

Students Administration

- to maintain all filing systems – keeping all student files up to date and in a neat and tidy manner and to ensure appropriate paper archiving is made for each pupil.
- Responsible for monitoring and maintaining accurate records for students, including attendance, EHCP and IEP administration, day to day student related administration, admission and departure administration, producing reports as necessary.
- to develop personal knowledge and understanding of autistic spectrum disorders from personal research and reading and in house training opportunities.

Supporting Meetings

- to prepare for, attend and actively participate in meetings as requested by the any member of the SLT including in assisting with organising all student/staff meetings and events, including the organisation of rooms, equipment, refreshments, prepare agendas, and produce minutes or records of decisions.
- to acquire, retain and present to the member of the SLT leading the meeting, in advance of the meeting, any paperwork/evidence pertinent and/or required to ensure the smooth and efficient running of the meeting.
- as requested by members of the SLT or other professional staff.
- to ensure that an accurate written record of proceedings is kept and stored safely for all Annual Review, EHCP's, IEP's, Weekly Staff Meetings, and Development Group meetings
- to meet weekly with the Business Manager and Finance Officer to ensure clarity regarding any planned tasks
- to actively participate in staff meetings;
- to represent PHS at relevant meetings as and when requested
- to have reasonable flexibility in working hours to allow for meetings outside the normal working day, notified at least 48 hours in advance.

Additional Duties

- to keep the website updated with events, newsletters, staff and any other information that may need amending
- To regularly check key websites for updated advice/ policy changes etc and any other material that the Administrator feels is relevant to ensuring school policy and practice is up to date. (e.g.DfE, ISA, ISI etc websites.)
- to undertake additional relevant tasks as requested for the school's Directors/Development Group.
- to undertake any other such tasks and/or duties as reasonably requested by the SLT.

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