

Role Profile: School Administrator

Purpose

Responsible for specified school administration duties providing relevant information and other general duties as required.

Key Accountabilities

- Ensure that telephones are answered promptly, and all general queries are dealt with professionally and promptly, responding professionally to prospective parent requests for information in the absence of the Admissions Manager.
- Report pupil absences to the relevant staff, updating registers on iSAMS.
- Managing the general administration of the school which includes post, printing and distribution of school communications.
- Ordering of office/teaching stationery, stock ordering and control.
- Collecting and recording of pupil data, dietary and medical information and relevant authorisations. Ensure timely input of pupil data to iSAMS and generating reports as required.
- Providing administrative support in the management of out of hours and the holiday club provision including charges/invoicing and producing registers, as necessary. Organising of after school club attendees each term.
- Provide administrative support for Educational Visits including bookings and preparation of relevant paperwork for pupils and teachers.
- Provide administrative support for members of Senior Leadership Team: Head, Operations Manager, Deputy Head, the DSL and Head of Early Years.
- To operate as a flexible member of the Admin Team, assisting with other duties as required by the Operations Manager and/or Headteacher, which may include support with pupils.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Excellent people skills – confident & friendly with a good awareness of customer care • Excellent telephone manner • High attention to detail with the ability to work methodically with accuracy at all times. • Confident with IT and basic office software packages – will need to be able to use Word /Database systems at a competent level. • Reliable and flexible with ways of working • Able to show initiative and provide attention to time critical duties 	
Qualifications		<ul style="list-style-type: none"> • Qualification in computer literacy skills i.e. Word, Excel, Outlook
Experience		<ul style="list-style-type: none"> • Experience of working in a similar role in a School environment
Other	<ul style="list-style-type: none"> • Excellent attendance record • High standards of professionalism • A concern for the reputation of the school • Ability to respond flexibly and adapt to changing and challenging circumstances • Ability to maintain strict confidentiality of information received and process as part of the job role • Ability to set and maintain high standards • Ability to project a professional image for the school • Willingness to undertake appropriate training 	

Key Stakeholders:

Internal – Students, Colleagues

External – Parents, Wider Cognita Team

The Key Accountabilities listed above are not exhaustive and may be varied from time to time as dictated by the changing needs of Cognita. In this case, any significant changes or variations will be consulted with the post holder before undertaking these responsibilities.

To be signed and dated by employee:

Signed:

Name (print):

Date: