

JOB DESCRIPTION

Administrator

Reporting to	School Business Manager
Starting Salary	£23,740 - £25,989 per annum (TCES Band 7)
Location	East London Independent School, W3 7DD
Contract	Permanent, Term time plus 2 weeks.

Job Purpose

To deal with all administrative aspects of the school under the direction of the Senior Leadership (SLT), ensuring all administrative and secretarial requirements of teaching staff and SLT are provided.

Objectives of Post:

Reporting to the School Business Manager

To be available to staff, pupils, parents and outside bodies, to provide or to receive information.

To deal with all administrative aspects of the school under the direction of the Senior Leadership Team and Proprietor.

To ensure that all the administrative and secretarial requirements of the teaching staff and SLT are provided.

To ensure that the efficient running of the school office is maintained.

Main duties and responsibilities

Ensuring the smooth running of the school/site

First point of contact for all visitors/phone enquires.

Maintaining good communications and working relationships with key staff/customers.

Communicating with internal personnel

Providing administrative and secretarial support as applicable/required

First Day Calling – contacting parents each morning if pupils are absent.

Providing a weekly attendance record of staff each Friday to HR Administrator

Managing the office facilities and resources including Health & Safety

Ensuring that daily/weekly/monthly Health & Safety Checks are carried out.

Keeping up-to-date records for all pupils

Developing, implementing, and reviewing all necessary office systems

Maintaining stationery, resources, furniture etc, requirements

Arranging all minor maintenance work, including Alarm/Fire services etc

Ensuring that all Incidents are carried out correctly - sending out exclusion letters, Incident Reports are completed and signed off and ensuring that re-integration minutes are completed and filed and that they are all logged correctly.

Formatting/writing letters as appropriate

Assisting with the drafting of the weekly/monthly reports, statistics as requested by Central Services, SLT, LA's. e.g. student attendance, exclusions, reports

Monitoring the cleaning contractors

Ensuring that Registers are completed by teachers on Scholar Pack and that Electronic Registers are updated – maintaining data and records.

Keeping up-to-date records for all pupils and ensuring that the Admissions Register is always up to date.

Arranging all maintenance work, including Alarm/Fire services under the guidance of the School Business Manager (SBM).

Formatting/writing letters as appropriate.

Ensuring that administration procedures set out in the Attendance Toolkit are always followed.

Assisting the SBM with the drafting of reports / gathering information or statistics.

Liaising with the cleaners on daily tasks and ensuring that any issues are dealt with in a timely manner.

Human Resources

Providing support with HR administration including the recruitment, interview and appointment process and staff inductions.

Ensuring that all staff details are put onto Scholar Pack.

Checking with HR that all staff supervisions/probations/lesson observations are carried out recorded and sent to HR.

Arranging for new members of staff to have an email account.

Quality checking identification of all temporary staff and flagging any concerns with HR.

Finance

Processing all purchase orders

Processing all invoices

Manage the petty cash including reconciling the accounts.

Ensuring that all staff expense claims are processed.

Additional

Meetings – Assist with the preparation of agendas, reports etc. – minute meetings.

Formatting and sending out termly school reports.

Providing reports and data as required/requested.

Assisting with analysis as required

Compiling and promoting the school's Policies and Procedures

Organising and maintaining filing systems

Ensuring that the Safeguarding legislation/child protection Policy is considered when dealing with pupils, visitors, and staff etc.

Since job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

The post-holder is expected to observe and comply with all TCES policies and regulations, for example Code of Conduct, Safeguarding, Keeping Children Safe in Education, Health and Safety, TCES Values, Equality and Diversity etc.

PERSON SPECIFICATION

Education and Qualifications

GCSE's at least Grade C or level four (or equivalent) in English Language and Mathematics (or equivalent experience).

Evidence of personal development to maintain skills.

Post-16 qualification or equivalent experience.

Knowledge and Experience

Experience working within a school environment.

Substantial administrative experience.

Skills and abilities

Exemplary customer service skills.

Proficient IT skills including MS Office applications.

Skilled in minute taking.

Excellent interpersonal communication skills.

Flexibility in thinking and practice.

Highly organised with very good time management skills to work to deadlines.

Ability to work independently and as part of a team.

Other

Commitment to leading on safeguarding and promoting the welfare of children and young people.

Able to promote and celebrate diversity and equal opportunities.

Commitment to TCES Values.

October 2024