| **Job title:** | Comm Team Administrator | **Team:** | Communications |
| --- | --- | --- | --- |
| **Reporting to:** | Comms Team Deputy Manager | **Contract:** | Term time plus Inset days (39 weeks per year) |
| **Grade:** | Grade 6 | **Hours/week** | 15.2 hours per week - Thursday & Friday |

**Main purpose of the role**

To support colleagues across school by anticipating and providing administrative support services. All members of

the communications team will provide core support for general administration (e.g. BROMCOM, emails, phone calls, parental enquiries); Student Services reception, first aid cover, reprographics.

Within the communications team each administrative post has a specific responsibility in addition to its core support the current vacancy involves.

* Managing student behaviour and attendance records using BROMCOM and Google.
* Managing student reception enquiries and lost property
* Providing general administrative support to House Leaders
* Coordinating senior staff calls for behaviour support

The Administrator may be deployed in any of the following areas

1. Administrative support to House Leaders

2. Using BROMCOM for managing student information and assessment data

3. Administrative support to the leadership team.

**Principal responsibilities**

Typical duties are:

* Deliver administrative support to the school community for each specific responsibility
* Assist with the shared duties of the school’s Communications Team
* Carry out other duties relating to the core purpose of this job specification as required.

| **Person**  **Specification** | **Administrator Criteria** |
| --- | --- |
| **Qualifications**  **& Training** | * Minimum GCSE (Level 2) qualification at Grade C/ 4 or above and to include maths and English * First Aid trained (Emergency First Aid at Work) -or willing to undergo training |
| **Skills &**  **Abilities** | * Care and attention to detail, and a methodical approach to work * Good communication skills with numerous stakeholders (staff, students, parents), including the ability to negotiate sensitively in order to complete tasks efficiently. * Good literacy and numeracy skills * Good organisation skills, ability to prioritise and personal time management * Confidence to assess situations and respond in a timely manner when no source of immediate advice is at hand * Ability to recognise and respect confidentiality * Flexibility as a team member * An interest in training and development while working in the post * An interest in the education of young people |
| **Knowledge** | * A good level of experience of PC applications in Google and Windows * Experience with databases (Management Information Systems), spreadsheets, e-mail. |
| **Experience** | * Demonstrable success in a similar post * Experience of providing a responsive, customer-focused service on the telephone, face to face and in all correspondence * Relevant experience of working in a complex organisation would be helpful |

**For all staff**

You have specific responsibilities under Health & Safety legislation to ensure that you:

* Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do
* Cooperate on all issues involving health and safety
* Use work items provided for you correctly, in accordance with training and instructions
* Do not interfere with or misuse anything provided for your health, safety or welfare
* Report any health and safety concerns to your line manager as soon as practicable

*It is the responsibility of each member of staff to safeguard and promote the welfare of all young people he/she is responsible for, or comes into contact with, in the school*