

## **JOB DESCRIPTION**

<b>School:</b>	<b>Compass Point Primary</b>
JOB TITLE	School Administrator for Senior and Middle Leaders
GRADE	NJC 6 - 7
MANAGED BY	School Business Manager
RESPONSIBLE FOR	None

### **PURPOSE OF JOB**

To assist the Headteacher and members of the senior leadership team in their duty to ensure that the school meets its educational aims using existing IT systems. To work within the wider administrative team to provide a point of contact for all stakeholders, ensuring information flows are effective.

### **KEY RESPONSIBILITIES**

#### **1. Administration Support**

Provide full administrative support to the senior leaders of the school. Check deadlines for own work and reprioritise workloads accordingly. Including but not limited to -

- supporting leaders with organising meetings, school events, visits and assessments
- preparing presentations, papers and agendas and take minutes as required, distributing to relevant stakeholders and chasing actions
- supporting with the recruitment and induction process of new staff
- supporting with the annual review process for SEND children
- supporting with work experience and student placement processes
- supporting with Educational Welfare Officer actions

#### **2. Communications Gateway**

To act as a gateway between stakeholders and SLT. Ensuring all enquiries and requests are dealt with in a timely and satisfactory way. Including but not limited to -

- monitoring the SEND email account and disseminating information using existing communication systems.
- preparing and distributing letters or sending messages to stakeholders as needed
- supporting parents/carers with completing necessary paperwork
- helping maintain school calendar, websites and documents so that they are accurate and display the latest information
- using appropriate platforms – Class Dojo, websites, newsletters and social media platforms - to communicate and promote activities and events with parents and the wider community
- to make SLT aware of any parental or community feedback or complaint and deal in line with relevant policies.

## **GENERAL**

To follow existing processes and policies to safeguard and promote the welfare of the children. Including but not limited to

- so far as reasonably practicable, the postholder will ensure that safe working practices are adopted in the work areas for which the job holder is responsible, to maintain a safe working environment for all stakeholders.
- work in compliance with the Code of Conduct
- to handle sensitive information and ensure confidentiality and discretion is always maintained.
- to understand and follow UK GDPR and data protection guidelines
- ensure that the output and quality of work is of a high standard and complies with current legislations and policies
- Support and promote the school's ethos, values and priorities
- ensure compliance with safeguarding policies