

Job Description

Post Title:	School Support Administrator
Responsible to:	School Support Manager
Responsible for:	There are no line management responsibilities associated with this post
Terms:	Grade 3, SCP 4 – 6 15 hours per week, 39 weeks per year (term time plus 1 weeks)

Main Purpose:

To be a main point of contact for to parents and visitors and be responsible for the provision of a first-class reception service and school support

General Responsibilities

All school staff are expected to:

- Work towards and support the school's strategic vision and the objectives.
- Adhere to school policies and procedures as set out in the staff handbook or other documentation available to all staff.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.

Specific Responsibility

- Act as first point of contact to all visitors to the school, providing a professional warm welcome and following the school's safeguarding procedures for signing visitors in and out.
- Whole school reprographic support
- Manage the school's Enquiry mailbox.
- Receive and transfer external calls, take and deliver messages and deal with general telephone enquiries.
- Arrange hospitality for visitors, as requested.
- Book in appointments from external agencies, notifying students and Form Teacher/HOY via email or message on register.
- Manage meeting room bookings.
- Oversee confiscated item pick-up (parent pick-up only)
- Manage incoming and outgoing post.
- Receive or direct delivery of goods inward via liaison with caretaking staff.
- To prepare outgoing internal mail and shredding ready for Suffolk County Council's weekly courier collection service.

Job Description

- Undertake general administration, as requested, using MS Word, Excel, PowerPoint and Outlook.
- Administration of Parentpay
- Administer minibus bookings
- Assist with the organisation of school events i.e. parents evenings, transition evenings etc.
- Attend team meetings
- Administer general first aid

This job description is intended as a guide only and not as an exhaustive list of duties. The post holder will be asked to carry out tasks that are not specifically detailed on this job description but which are deemed appropriate for the post holder to fulfil, either by the Headteacher or another member of the Senior Leadership Team.

Signed (post holder)

Date:

Signed (Headteacher)

Date:

Person Specification

Essential skills, knowledge, experience and personal qualities

- Strong IT skills/ knowledge and experience of Microsoft Office (Outlook, Word & Excel).
- Ability to prioritise.
- Strong attention to detail.
- Good communication skills, both oral and written.
- Initiative and ability to work without direct supervision.
- Flexible, helpful nature and be able to be to deal with visitors and students in a calm and efficient manner.
- A team-player who is happy to go beyond their own responsibilities to help others at busy times.

Desirable skills, knowledge, experience and personal qualities

- Experience/knowledge of working within a financial setting.
- Experience of working with young people in a school setting.
- Knowledge/understanding of SIMS and PS Financials.
- AAT Level 1/2