

## JOB DESCRIPTION

### SCHOOL ADMINISTRATOR

**Name:**

**Level:** 2A

**Responsible to:** Assistant Headteacher

**Job Purpose:** Provide administrative support in the main school office.

**Main Duties and Responsibilities:**

1. To provide clerical and administrative support as required.
2. To answer telephone calls and deal with visitors at reception, communicating messages to staff and to students as appropriate.
3. To process and collate information on students as required (praise, reports etc.).
4. To practice and promote fair and equal treatment of staff and customers throughout the course of performing all duties contained within this job description.
5. To undertake other duties of a similar level and responsibility as may be required from time to time.