



KING JAMES'S SCHOOL
JOB DESCRIPTION
POST TITLE: School Administrator
GRADE 6 (SCP 7-11)

PURPOSE OF POST

To work as an integral part of the administration team to provide cover in the event of absence for a wide variety of roles in school. In addition, the post holder will be expected to support with training and development of colleagues and to share best practice with the team. The post holder will also help members of the team to deliver a variety of key activities throughout the school year.

KEY AREAS

1. Administration
2. Cover for Absence
3. Training and Development
4. Safeguarding
5. General

Duties & Responsibilities

Administration

- Be a point of contact for parents/carers, staff and students
- Respond to queries face to face, over the phone and in writing
- Carry out administrative tasks including filing and curriculum support
- Produce correspondence for parents/carers, staff and students
- Ensure skills are kept fully up to date across all areas of school administration
- Support colleagues in the delivery of key school events

Cover for Absence

- Provide cover for a variety of roles in school including Reception, Reprographics Officer, Extended Schools Co-Ordinator, ILC Manager and Welfare Officer
- Provide support to the above roles according to need

Training and Development

- Take the lead in delivering training and development opportunities for the team
- Share best practice with the team

Safeguarding

- As part of your wider duties and responsibilities you are required to promote and actively support the School's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

General

- You may be asked to carry out other reasonable tasks when required
- Carry out your duties with due regard to current and future School's policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, on-going performance development and through School communications
- To participate in any appropriate training and development

RESPONSIBLE TO: Principal's PA