



Job Description

Job Title:	School Office Administrator
Department:	School Office
Responsible to:	School Office Manager
Last reviewed:	November 2023

Job Outline

The School Office Administrator is an important role in the academic life of the School. The post-holder will have the primary responsibility to ensure standardised processes are compliant, efficient and effective across all administration systems.

It is essential that the post-holder is able to work well under pressure and able to meet deadlines, whilst still maintaining a high level of accuracy and support

Purpose

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role.

Duties

- Managing phone calls, emails, mailbox and distributing work to other team members as required.
- Manage reprographics requests from departments across the School.
- Occasionally be required to prepare agendas and take meeting minutes.
- Assist with purchasing, distribution and stock management for stationery requests across the School, as and when required.
- Assist with physical and online text books requests.
- Assist with pupil record keeping and data integrity.
- Send group communications to various pupil/parent/contact cohorts.
- Assist with pupil attendance administration and reporting.
- School wide calendar management.
- Administrative support for Teach meets, Welcome Day, induction days and INSET days.

Other Requirements

Safeguarding and Child Protection

All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

Health and Safety

In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.

Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

Equality and Diversity

Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

Code of Conduct

Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

Data Protection

All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.

**School Office Administrator
Person Specification**

	Essential	Desirable
Qualifications		
Good general level of education (to GCSE level or equivalent)	✓	
Educated to A Level standard or equivalent and above		✓
Knowledge, Skills and Experience		
Excellent literacy and numeracy skills	✓	
Proven administrative or secretarial experience	✓	
Excellent organisational, planning and time management skills	✓	
Strong working knowledge of IT systems	✓	
Experience of working in a school environment		✓
Personal Attributes		
Ability to communicate effectively with people at all levels	✓	
Ability to work under pressure and to meet deadlines whilst maintaining accuracy	✓	
Willingness to work flexibly when required, and an ability to adapt to the needs of the role	✓	
Ability to work well as part of a team	✓	
Conscientious, trustworthy and reliable	✓	