



HORSFORTH SCHOOL

JOB DESCRIPTION

Job Title: School Administrator

Responsible to: Director of Marketing and Administration

Pay Band: A1/A3 point 4 actual salary £19,880

Hours: Full time, TTO +5

Main role:

Working under the direction/instruction of the Director of Marketing and Administration and providing a range of administrative, marketing, reception and first aid duties to support the School.

Main duties will consist of:

Receptionist Duties (typically 8:00am – 10:00am and cover when needed):

- Working as part of the Reception team to provide calm, customer focused services and a welcoming environment for all visitors.
- Acting as the first point of contact for visitors, parents and pupils – in person, on the telephone and via the school email in an efficient, courteous, professional and friendly manner.
- Ensuring that all enquiries are dealt with effectively and efficiently i.e. answering queries and taking messages, etc.
- Sorting incoming and outgoing mail, and distributing across the school.

Marketing

- To support the School's marketing strategy, ensuring that its vision and ethos are communicated effectively and raising further the positive profile of the school.
- To support in producing the weekly Headteacher's newsletter
- To support with the management of school social media.
- Updating the school website.
- Assisting with the organisation and running of school events.
- To attend and support at external marketing events.

General Admin across the School

- Using a variety of IT packages and systems in order to compose letters/emails, produce promotional material, reports, perform financial processes and record and analyse data as required.
- Producing the weekly bulletin
- Minuting and taking notes of meetings as required.
- Managing diaries and organising meetings as required.
- Organising Standard Review meetings at the start of each academic year
- Producing accurate records and documents as required.
- Comply with the School's policies and supporting documentation in relation to Data Protection, Information Security and Confidentiality.

- Be aware of and implement health and safety responsibilities as an employee.
- Work with colleagues and others to maintain health, safety and welfare within the working environment
- Be aware of, and comply with, policies and procedures relating to child protection, health, safety, confidentiality and data protection, reporting all concerns to the appropriate person.
- To be aware of and support difference and ensure equal opportunities for all.
- To contribute to the overall ethos/work/aims of the school.
- To appreciate and support the role of other professionals.
- To attend and participate in relevant meetings as required.
- To participate in training and other learning activities and performance development as required.

To assess First Aid problems presented by pupils and staff, taking appropriate action in the event of an emergency and communicating with staff and parents as necessary. Duties to include:

- Assessing and treating day-to-day illness, injuries/sporting injuries
- Advising parents/guardians/staff on appropriate treatment and referring to other services e.g. minor injuries/GP/A&E/999 as required.
- Ensuring line manager, and Director of HR are aware of any accidents that require reporting and keeping records of any incidents at the school.
- Supporting health and safety in school ensuring all accidents are reported and recorded accurately.
- Administering medication as appropriate and according to school policies
- Maintaining confidentiality at all times, recording incidents as soon as practicable.
- Responding to e-mails promptly and professionally, reassuring parents of the quality of care that students receive.

Notes:

- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- As part of the role you may be required to provide support in other areas of school.
- This job description is not a comprehensive definition of the post, you may be asked to undertake additional duties not listed above but appropriate to the role. It will be reviewed from time to time and may be subject to modification or amendment at any time after consultation with the post-holder.