



Hopelands Preparatory School

38 Regent Street, Stonehouse, Gloucestershire, GL10 2AD

Job Description

Name:

Post: School Administrator

Hours: 15 hours a week during term time (35 weeks)
Monday, Wednesday and Friday 8.30am – 1.30pm

Salary: FTE £19,139 pa pro rata, take home £5,350pa (including paid holiday) this is paid over 12 months of £445.83 per month

Relationships: The school administrator is responsible to the School Business Manager. The post holder should interact on a professional level with colleagues and seek to establish and maintain productive relationships with them with the aim of improving the quality of teaching and learning in the school.

Administration

- Manage day to day correspondence and all issues associated with Front of House
- Answer the telephone and front door
- Take minutes of staff meetings and circulate to staff
- Ensure the School has an effective filing system consistent with good business practice and promote efficiency in the system wherever possible
- Manage all school transport issues and assist with booking educational visits
- Open general post. Items marked for the attention of the Headteachers should be passed on
- Order stationery and assist with curriculum orders under the budgetary advisement of the School Business Manager
- Answer e-mails and letters as required
- Maintain contact and communications with parents, ensuring that e-mail contacts are kept up to date
- Support the School Business Manager with the weekly newsletter and other marketing areas
- Manage stock and orders of stationery and school uniform (hats and book bags)
- Administer the school diary and ensure the staff portal diary is up-to-date
- Manage school photographs
- Correspond with Shire Hall regarding Year 6 transfers and any other similar issues
- Maintain all school lists: class, parents, emergency numbers, medical information etc.
- Assist in coordinating school fundraising events
- Manage the school's hot lunch service under the direction of the School Business Manager
- Assist the School Business Manager in updating lists and registers when prospective pupils join
- Collect consent forms on behalf of teachers in the office

- Ensure the website's calendar and events list is up to date
- Format timetables and annual school reports.
- Provide cover for break duties and first aid when required
- Supervising the children during lunchtime play or when changing for PE, ensuring their safety and wellbeing during this period

Registrar

- Ensure that prospective parents' details are entered into the i-Schools database (training provided if necessary).
- Support the School Business Manager with communication with prospective parents to ensure a smooth transition into the school, including all forms.
- Manage admissions and departures administration from the school including the admissions register in conjunction with the School Business Manager.
- Forward all relevant leavers' information through to next school.
- Request all relevant new pupils' information from their last school.

Health and Safety

- Undertake the role of health and safety officer for the school, including all fire drills.
- Ensure weekly fire alarm check is carried out and well documented.
- Ensure all relevant risk assessments are up-to-date, accident forms are kept well documented and first aid supplies maintained appropriately.

General Management

- Under the direction of the bursar manage the day-to-day maintenance work in conjunction with the school's caretaker or any other contractors as required.
- Arrange school events such as Prize Giving, Christmas Concert.

Health and Safety

Under the Health and Safety at Work Act 1974 and subsequent legislation the school is obliged to provide The Employee with a work place and working conditions which, so far as is reasonably practicable, are safe and without risk to health. The Employee is required, by health and safety legislation, to take reasonable care for his/her own health and safety and the health and safety of others.

The employee will:

- Operate safely within the workplace and maintain a high standard of practice
- Carry out risk assessments, as required
- Follow the school's health and safety policy and ask for advice from the Head or Bursar where unsure

Staff Handbook and Policies

A copy of the staff handbook is available from the staff portal. Members of staff are required to read the staff handbook and be familiar with the policies and procedures contained in it. You must communicate with the Head or Bursar if you are uncertain about any of the school's policies or procedures.

This job description does not define in detail all duties/responsibilities of the post. It will be reviewed regularly and may be subject to modification after consultation and with the agreement of the postholder.

The School Secretary will work alongside the senior management of the school and will, from time to time, be exposed to confidential and/or sensitive information. The postholder must ensure he/she maintains a professional persona and respects the privacy and confidentiality of the School.

Signature of post holder: _____ Date: / /

Signature of bursar: _____ Date: / /