



JOB DESCRIPTION

Job Title: Highfield School Administrator

Responsible to: Head of Highfield

Works for: Highfield

Direct involvement with: All pupils, parents, staff, Governors and all visitors

Hours of work: Full time -term time plus 7 weeks (41 weeks in total)
Working hours are from 8.00am until 5.00pm Monday to Friday
Attendance is compulsory at some major School events

Please note that the post is term time only so no leave is to be taken during that time.

Main Duties: To ensure a smooth running of the administration for Highfield 2-11, and be on hand to help with any request from staff, pupils or parents.

General Responsibilities:

- Welcome and assist visitors upon arrival
- Maintain a consistently high standard of customer service
- Ensure all visitors formally sign in and out of the School
- Checking contractors, visitors, volunteers against the approved people list
- Act as the main switchboard operator receiving all telephone enquiries to the School and redirect or take messages as required
- Act as the information centre for any enquiries
- Sort and distribute post to staff every morning
- Sort and mark boxes and deliveries that arrive for various departments, liaise with caretakers as necessary
- Handle all emails from 'Enquire' and distribute or reply
- Meet and greet visitors to the School
- Update the screen daily (photos and text)
- Administer first aid to all pupils as required, liaising with the Health Centre and parents as necessary. First Aid training will be provided
- Inform the HR department of staff sickness and absences

Administration:

- Provide administration support for the Head of Highfield and the Senior Leadership Team

- Oversee the room booking system in Highfield and cross check events allocations
- Co-ordinate bookings for before and after school club.
- Manage the fire, staff and telephone lists
- Carry out photocopying for staff, ensure the photocopiers around the School are well stocked and report any faults
- Update the information for the Welcome packs. Print and send to all new starters
- Coordinate authorisation of invoices
- Help with the preparation of the Whole School Calendars and ensure that staff are aware of all events
- Assist in the clerical arrangements for trips/school events etc;
- Maintain registers
- Undertake word processing and operation of IT software as required including advanced applications (mail merge/tables/spreadsheets/databases)
- Pursue pupil absence with parents including recording/monitoring absence and production of reports
- Input budget figures in own school budget sheet
- Ensure effective liaison with parents throughout the year, through correspondence, telephone communication and meetings, to ensure the parents are kept fully informed, including new parents before their child begins at the school
- Respond to enquiries from parents relating to all administration matters with due sensitivity, confidentiality and professionalism
- Carry out Year End procedures and End of Year Prep 6 transition paperwork
- Work collaboratively with the ECA Coordinator to update and administer ECA booklets and timetables
- Produce termly registers of extra-curricular clubs
- Organise snacks for extra-curricular clubs and classrooms as required
- Order whole school planners
- Prepare the weekly briefing notes for staff
- Order badges for pupil responsibilities
- Oversee the writing and delivery of pupil references for other schools
- Co-ordinate resources required for special events

Stationery:

- Ensure stationery cupboard is fully stocked, re-order if necessary
- Ensure that photocopying paper is suitably stocked
- Order planners for teachers and pupils

ISAMS:

- Input pupil information onto ISAMS (the School's pupil management system) and amend any details that change e.g. parental contact details etc
- Retrieve data for staff e.g. form lists, alphabetical lists.
- Generate mailing labels from ISAMS for any mailings and put onto envelopes
- Send out correspondence email or through ISAMS

- Collate medical information for School trips
- Complete registration twice a day and ensure that every child is accounted for. Chase as needed.

Other

- To adhere to all school policies including the Safeguarding Policy, and Health and Safety Policy procedures
- Commitment to keep up to date with best practice and relevant legislation. Knowledge and application of relevant Health & Safety legislation
- Participate in relevant meetings with colleagues and other parties
- Adhere to school confidentiality and safeguarding procedures at all times
- Carry out all other duties as may be reasonably requested from time to time.

Person Specification

Professional Knowledge and Experience

1. Experience of working in face to face in customer service
2. Able to interact with all people
3. Excellent communication skills verbal and written.
4. Excellent team working skills
5. Able and confident to work individually
6. Ability to multi-task and work well under pressure
7. Familiar with databases
8. Skilled with Excel
9. Friendly, approachable and open manner
10. A can-do attitude
11. Commitment to the School's Aims and Values.

Professional Skills

12. Ability to stay calm and work effectively in an emergency situation
13. Good interpersonal skills and the ability to communicate effectively.
14. Flexible approach to working arrangements.

Personal Attributes

15. Ability to work as a member of team.
16. Reliable and trustworthy.
17. Ability to have a degree of personal drive and motivation.

Harrogate Ladies' College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant must be willing to undergo child protection screening appropriate to the post and cannot start in post until all pre-employment checks have been completed satisfactorily. The School is an educational charity and equal opportunities employer.