POSITION: School Administrator

ABOUT US

East Hall School is a unique and growing specialist SEMH school based in rural Hertfordshire, with a strong emphasis on the outdoors, relationships, connection and preparation for life beyond school.

As we develop across multiple sites, our priority is to ensure that every part of East Hall School remains rooted in the same shared ethos: creating safe, nurturing and ambitious environments where young people can reconnect with education, build confidence in themselves and others, and develop the skills they need to participate successfully in the world around them.

We are committed to providing an outstanding educational experience alongside highly individualised social and emotional support. Our curriculum is carefully planned, ambitious and responsive to the needs, interests and aspirations of each student. We recognise that academic progress is most meaningful when young people feel safe, understood and ready to learn.

Our approach is relational and child-centred. Emotional wellbeing sits at the heart of East Hall School, and we place great importance on connection — with trusted adults, peers, animals, the natural environment and, importantly, with oneself. We believe that strong relationships create the foundation from which learning, independence and personal growth can develop.

The majority of our students have an Education, Health and Care Plan (EHCP), and many have experienced significant barriers to education, including trauma, disrupted placements and periods of disengagement from school. We understand that successful education for these young people requires more than simply returning them to a classroom.

As East Hall School continues to grow, we remain committed to retaining the individualised, relational approach on which the school was founded. Our multi-site model enables us to broaden the range of opportunities available to students while maintaining the sense of community, consistency and connection that defines East Hall School.

Our aim is not simply for students to succeed at school, but to leave East Hall with the confidence, qualifications, relationships and practical skills they need to build fulfilling and successful lives.

BASIC INFORMATION			
JOB TITLE	School Administrator	**DEPARTMENT**	Non-Academic Team
HOURS	8am – 4:15pm / Term Time plus 2 weeks		
LOCATION	Letchworth		
SUPERVISOR	Office Manager		

Overview of Role:

To provide a professional and welcoming reception and administrative service, supporting the smooth and effective day-to-day running of the school.

You will play a central role in the organisation and coordination of school administration, acting as a key point of contact for parents, pupils, staff, visitors and external agencies. A significant part of this role will include monitoring daily attendance, maintaining accurate records, following up on pupil absences, identifying attendance concerns, producing attendance reports and liaising with families to support the schools attendance procedures.

The role also carries responsibility for overseeing and coordinating the school's first aid provision and health and safety arrangements, alongside monitoring premises maintenance and site-related matters in conjunction with the Site and Grounds Person.

The postholder will help ensure that the school operates efficiently, that administrative systems are maintained to a high standard and that the school environment remains safe, secure and welcoming for the whole school community.

KEY RESPONSIBILITIES:

General School Administration

- Provide day-to-day administrative support to the Headteacher, Senior Leadership Team and teaching staff.
- Prepare, format and distribute letters, reports, newsletters and other school communications.
- Maintain accurate filing systems, databases and electronic records.
- Assist with photocopying, scanning, printing and preparing documents.
- Organise meetings, appointments and school events.

- Manage office supplies and stationery, ensuring stock is maintained.
- Support with the organisation and administration of school trips, events and activities.
- Ensure administrative systems and procedures are efficient and up to date.

Pupil Administration and Attendance

- Maintain accurate pupil records and update the school's management information system.
- Record and monitor pupil attendance and absence information. Following up on unexplained absences and contacting parents and carers in accordance with school procedures.
- Support the administration of pupil admissions, new starters, leavers and transfers.
- Maintain up-to-date emergency contact details and relevant pupil information.
- Ensure medical information and relevant pupil records are accurately maintained and accessible to appropriate staff.
- Assist with the preparation of pupil reports and statutory data returns.
- Liaise with parents, carers and relevant staff regarding pupil information and administrative matters.
- Maintain confidentiality when handling sensitive pupil records.

Communication

- Act as a central point of communication between parents, carers, staff and external organisations.
- Respond to routine enquiries and refer more complex matters to the appropriate member of staff.
- Support effective communication across the school community.
- Prepare and distribute school letters, notices, newsletters and announcements.
- Maintain positive and professional working relationships with parents, pupils, colleagues and external agencies.
- Ensure all communication reflects the school's values and professional standards.

First Aid Oversight and Coordination

- You will undergo First Aid and Administration of Medication training in order to oversee the day-to-day coordination and compliance of storing medications within school.

- You will administer first aid as required and ensure appropriate first aid arrangements are in place during the school day and for school activities, trips and events.
- In conjunction with the Office Manager maintain an up-to-date record of trained first aiders, their qualifications and training renewal dates.
- Monitor first aid training requirements and liaise with the Senior Leadership Team/Office Manager to arrange refresher training where necessary.
- Ensure first aid kits and supplies are regularly checked, replenished and readily accessible.
- Maintain accurate records of accidents, injuries, incidents and first aid treatments.
- Ensure appropriate procedures are followed when informing parents and carers about accidents, injuries or medical incidents.
- Coordinate communication between staff, parents and relevant medical professionals where appropriate.
- Ensure first aid arrangements for school trips, visits, sporting events and extracurricular activities are considered in advance.
- Monitor the effectiveness of first aid arrangements and bring any concerns or gaps in provision to the attention of the Headteacher.
- Ensure relevant first aid policies and procedures are accessible and reviewed in line with school requirements.

Safeguarding, Confidentiality and Compliance

- Promote and safeguard the welfare of children and young people at all times.
- Follow organisational safeguarding policies, procedures and reporting requirements.
- Maintain appropriate professional boundaries and confidentiality.
- Demonstrate an understanding of the needs of students with SEND and social, emotional and mental health difficulties.
- Communicate with students, families and professionals in a compassionate, respectful and trauma-informed manner.
- Support the values, ethos and expectations of East Hall School and Learning to Listen.
- Undertake relevant safeguarding and compliance training as required.

East Hall School is totally committed to safeguarding the welfare of children and young people and expects the same from its employees. All new staff will be subject to enhanced pre-employment clearance, including identity checks, criminal

background checks, qualifications checks, social media checks and employment checks to include an exploration of any gaps in employment.