



Job title: Administrator
Location: Batchwood School, St Albans, Herts AL3 5RP
Pay Grade: H3/4 Depending on experience
Hours: 8.30-4.30pm daily Term time plus 5 days

Purpose of the Role: To provide administrative and organisational services to the school under the management and guidance of senior staff.

Responsibilities:

- Provide administrative, and organisational services to the school
- Liaise with pupils, parents and carers via written communication, face to face and electronic communications i.e. texting
- Liaise with other staff and external agencies
- Analyse and evaluate data and information and run reports
- Undertake word-processing and IT based tasks including operation of relevant equipment and ICT packages
- Organise meetings and take notes
- Process forms, returns, etc., including those to outside agencies
- Contribute to the planning and development of administrative procedures and systems.
- Undertake reception duties, act as first point of contact in response to telephone and face-to-face enquiries, sign in visitors
- Assist with arrangements for visits, for example by school nurse
- First point of contact for sick pupils, liaise with parents / carers / staff
- Assist with producing marketing and promotion material for the school including social media and school website
- Undertake cash handling i.e. dinner money and school trips

Individuals in this role may also undertake some or all of the following:

- Respond to reception and visitor enquiries
- Organise arrangements for school visits and events
- Monitor pupil attendance and run reports
- Undertake personnel administration, such as CRB checks

Knowledge	Competencies
Good knowledge of ICT systems (word, power point, Excel. SIMS) NVQ level 3 (or equivalent) Level 1 Safeguarding Understanding of the School ethos and values	Managing Relationships Planning and Organising Communication (written and verbal) Listening Detail Handling Team working Monitoring Problem Solving

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

This role will be reviewed annually as part of the PMR process

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.