



## UPPER WHARFEDALE SCHOOL

### JOB DESCRIPTION: School Administrator

**Grade D**

**19.5 hours per week**  
(Tuesday – Thursday 08.30 – 15.30)

**September 2021**

#### RAISING THE EXPECTATIONS AND ACHIEVEMENTS OF ALL

##### **We are committed to:**

- **Setting and achieving challenging goals.**
- **Developing, inspiring and motivating effective teamwork**
- **Raising standards and meeting the needs of all learners**
- **Communicating our vision for future school improvement to a wide range of stakeholders**
- **Developing and strengthening partnerships through active collaboration.**

##### **Job Purpose**

- To provide an administrative support service to the school.
- The post holder is accountable for decision making, short term planning and dealing with unexpected problems with the school office.
- To promote high attendance and other positive behaviours for learning whilst contributing to the overall efficiency of the school.

##### **Job Context**

- To work within the busy environment of the school office managing the administration for the school, providing administrative, reprographics and reception services, where excellent organisational skills are essential in order to handle the variety of tasks that need to be undertaken.

##### **Key Accountabilities / Main Responsibilities**

###### **Operational**

- Provision of administrative duties as required.
- Maintain confidentiality as appropriate.
- Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with, by knowing who to report your concerns to.
- Act as a first aider, including maintaining student records and care plans and recording incidents in the accident book.
- Undertake reception service to the school, acting as the first point of contact in dealing with routine phone calls, taking messages, greeting visitors and dealing with mail.
- Organise and coordinate meetings with external agencies, including booking rooms. e.g. school nurse, careers advisor.
- Make appropriate decisions to problems/issues when they arise within the office.

- Maintain all student records, using the Management Information System and be responsible for confidential information e.g. policies, staff, pupils and parents' records.
- Maintaining computerised attendance registers and inputting student absences.
- In liaison with the Student Support Team, daily monitoring of student attendance, contacting parents on the first day of absence, keeping records of late arrivals and persistent absenteeism. Keeping a daily check of attendance of vulnerable and other identified students.
- Assist in the administration of attendance panels for persistent student absentees.
- Organisation and administration of school events, trips, visits and PE fixtures. Collecting and keeping a record of consent forms for trips and activities.
- Assisting with the organisation and administration of parent and student questionnaires.
- Liaise with passenger transport regarding student transport.
- Undertake general PA duties for the Leadership Team.
- Management and maintenance of the school calendar.
- Contribute to and produce where necessary, school marketing documentation, including the school website, newsletters, brochures, policies and procedures.
- Keep accurate and appropriate records on students with additional needs and make them accessible to all relevant staff.
- Assist the SEN department with the documentation required for Educational Health Care Plan reviews.
- Exam invigilation if necessary.
- Organising hospitality and refreshments for meetings and visitors.
- To attend and minute meetings as required, e.g. Educational Health Care Plan annual reviews
- To comply with the County Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.

### **Communications**

- Communicate effectively with colleagues, parents/carers, students, governors, visitor, contractors and external agencies using appropriate methods of communication, such as email, text messaging, face to face meetings, telephone calls and letters.

### **Resource Management**

- Monitor stock levels, order office materials, equipment and services, negotiate on prices with suppliers and check incoming orders.
- Assist with the printing and creation of teaching and learning resources.
- Assist in the production of ID cards for staff and students.
- Assist in the induction of new employees.
- Attend staff meetings and training days and management team meetings by agreement with the Headteacher.
- Participate in the school's performance management scheme.
- Highlight additional training and supervision needs to build on your skills and knowledge.
- Participate in training and other learning activities and performance development as required.

**Safeguarding**

- Maintain confidentiality as appropriate.
- Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with, by knowing who to report your concerns to
- Have an awareness and basic knowledge where appropriate of the most recent legislation.

**Systems and Information**

- Be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences.
- Share information appropriately – in writing, by telephone, electronically and in person.
- Maintain and update accurate computerised and manual records as required

**Data Protection**

- Know about data protection issues in the context of your role.
- To comply with the school's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.

**Health and Safety**

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.

**Equalities**

- We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.
- Ensure services are delivered in accordance with the aims of the equality Policy Statement.
- Develop own understanding of equality issues.

**Flexibility**

- North Yorkshire County Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures.

**Customer Service**

- The County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.
- The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.
- Understand your own role and its limits, and the importance of providing care or support.

Additional duties and responsibilities may be negotiated to reflect the strengths of the person appointed.

***Upper Wharfedale School is committed to safeguarding and promoting the welfare of children and young people, including protecting children from radicalisation. All appointments made are subject to an enhanced Disclosure and Barring Service check and all staff share this responsibility.***

The job description will be reviewed annually in light of personal development objectives and School priorities.