

THE DIXIE GRAMMAR SCHOOL

JOB DESCRIPTION

POST	School Administrator (Dixie Grammar Junior School)
REPORTING TO	School Bursar
DIRECT REPORTS	N/A
CONTRACT TYPE	Part-time 12pm – 5.30pm – Term Time Only plus 20 days
SALARY/GRADE	Scale 25 £28,989.97 Actual Salary £17,683.88 (0.61 FTE)
LOCATION	Junior School site Wellsborough

JOB PURPOSE

To contribute to the provision of a professional School Office and administration service and carry out a wide range of administrative tasks as well as providing first aid assistance to students during the school day. Ensuring the confidentiality of all school information is maintained at all times.

CORE DUTIES AND TASKS

- Assistance with the provision of the School Office service dealing with visitors in line with school procedures.
- Answering and dealing with telephone calls to the school in a professional manner including the distribution of messages.
- Dealing with ad hoc student and parent queries and issues.
- Acting as a central point of communication to ensure staff, pupils and parents receive information in a timely manner.
- Assistance with all recording of student attendance ensuring that registers are completed for all classes twice a day and all absences are correctly recorded.
- Providing first aid response for accidents and illnesses that occur during the school day and liaising with staff and parents regarding any follow-up that may be required.
- Assist with the maintenance of first aid supplies and equipment in the school.
- Assist with checking medication required for school trips and ensure that first aid kits and medicines are prepared and made available to teaching staff.
- Assistance with the collation and preparation of school reports.
- Preparation of written communications for staff and parents as requested.
- Assistance with ordering of school supplies and equipment.
- Collation of information and data from a variety of systems (including Microsoft Office and Google Suite products) to provide ad hoc reports as requested.
- Dealing with post - incoming and outgoing

- Providing a range of general administrative support - typing letters, filing, photocopying and producing documents.
- Supporting the effective operation of the school transport systems including bookings, updating lists, communicating with parents and facilities staff.
- Administration of the External Bookings system for use of school facilities by the community and other parties

OTHER DUTIES

Promote high standards of behaviour, effort and attainment in line with school policies.

Participate in the school performance development review programme.

Observe all Health & Safety requirements.

NB:

This job description is current at the time of issue but may be changed by the Headmaster following due consultation, to reflect or anticipate changes in the role which may be required to meet the needs of the school.

The post holder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.