

PARRS WOOD HIGH SCHOOL
A member of Greater Manchester Education Trust
Job Description
School Administrator
Grade 4 (Term-time only +2 or 4 weeks)

The post holder will report to the Administration Manager/Headteacher's PA. Apart from other colleagues in the school, the main contacts of the job are: parents, students and visitors.

Main Purpose of the Job:

Under the direction of the Administration Manager / Headteacher's PA and working as part of a team the post holder will provide high quality administrative support to school staff in various offices around the school ensuring accuracy and confidentiality at all times, and be the first point of contact for parents, students and visitors.

This post encompasses a wide range of administrative tasks that are essential to the effective running of the school and work within the trust. The following list is illustrative and will be reviewed regularly in line with developments in the school.

Main Duties and Responsibilities:

1. Under the day-to-day direction of the Administration Manager / Headteacher's PA and working as part of a team, provide a high-level administrative service to members of the SLT, the academic team and other staff.
2. To ensure accuracy and confidentiality of all information produced at all times.
3. To assist with the School Admissions process.
4. To communicate with parents / carers using School Comms, telephone or other systems.
5. To ensure that student and parent/carers data is kept up to date on the school IT systems.
6. To respond to telephone queries from parents/carers, members of the public and visitors in an efficient and courteous manner, using initiative where appropriate to resolve problems.
7. To provide student attendance, punctuality, behaviour and welfare information as required.
8. To deal with such student related problems as bus passes, lost property and the receiving of messages from parents/carers which need to be relayed to students.
9. You will be required to carry out school reception duties, answering routine telephone and face to face enquiries.
10. To assist in the sorting, distribution and franking of school mail.
11. To maintain manual and computerised records and to use the school IT systems effectively to provide reports and statistics as required.
12. To ensure that all school records are stored in accordance with statutory guidelines.
13. During the summer school holidays to be available to assist teaching staff in the administration of exam results and the enrolment of students.
14. To be trained as a qualified first aider and provide first aid or arrange first aid treatment for students and liaise with parents/carers when required. Ensure that any treatment given is recorded in the first aid book and accident book if necessary.

15. When required liaise with parents/carers and outside agencies on student related matters.
16. To assist the Administration Manager / Headteacher's PA in the arranging of school events.
17. To provide general advice and guidance to students and staff.
18. To attend and participate in relevant meetings as required.
19. To be willing to attend at least two events such as Parents Evening or School Awards Evening throughout the year outside of your normal working hours (time off in lieu will be given)
20. To assist in the distribution and collection of class registers when the fire alarm is raised.
21. To participate in training and performance development as required.
22. To undertake any other reasonable duties which may be required which are commensurate with grade.
23. Use all aspects of Microsoft and SIMS to produce reports and documents for use by staff, students and their families.
24. Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, relationships with students, parents and colleagues and external communications.
25. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions. Co-operate with the school on all issues associated with Health, Safety and Welfare

Parrs Wood High School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All appointments will be subject to the satisfactory completion of an Enhanced DBS and other pre-employment checks.

Where the post holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.

