



# Job Description and Person Specification

<b>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</b>	
Job Title:	School Administrator
Summary of the role:	As a member of the School's Business Management Team (BMT), the School Administrator will be responsible for the administration of compliance, policy and inspection documentation and will provide whole-school administrative support that includes staff recruitment and the school uniform provision.
Line management responsibility for:	N/A
Main duties and responsibilities:	<ul style="list-style-type: none"> <li>• School compliance: maintain, collate and download inspection documents in preparation for school inspections.</li> <li>• Oversee the policy review schedule, prompting managers to review and update policies. Publish and file all school policies.</li> <li>• Ensure that the policy sections and administrative sections on the school's intranet are kept up to date.</li> <li>• Collate, record and submit the data for the DfE and ISC Censuses.</li> <li>• Safeguarding Administration: ensure accurate records are kept of all staff, DSL and Governor safeguarding training; book courses; oversee the transfer of records for student leavers and starters; and administer the school's My Concern and Creative Education accounts.</li> <li>• Provide administrative support for the PASS initiative.</li> <li>• Arrange, assist with, or oversee internal school events such as the Celebration Assembly, Prizegiving, Dymond Speech, Fireworks Night and the Garden Party.</li> <li>• Provide administrative support for school trips and visits and deputise for the EVC in their absence.</li> <li>• Oversee the student Annual Consent process, ensuring students have consent in place.</li> <li>• Co-ordinate and manage the Sidcot School Calendar.</li> </ul>



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- Oversee the planning of school term dates. Collate and publish the Beginning and End of Term arrangements.
- Co-ordinate rotas for weekday and weekend Duty Team Leaders, Assembly and room bookings and other rotas as necessary.
- Arrange and oversee annual individual and group photographs.
- Oversee the administration of the main school archive.
- Ensure all staff absence/attendance records are recorded and kept up to date.
- Provide reprographics assistance (photocopying and scanning documents).
- Check stock levels of stationery and order as required.
- Reception cover when required.

Assist with the administrative tasks involved in recruiting staff, for example:

- Download and store job applications and distribute to relevant staff.
- Invite shortlisted candidates to interview.
- Obtain references for candidates shortlisted for interview and follow up as necessary.
- Assist with DBS Enhanced checks and other pre-employment checks in line with regulatory requirements.



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	<p>Provide assistance to the School uniform provision as follows:</p> <ul style="list-style-type: none"> <li>• Distribute uniform parcels on a weekly basis to students.</li> <li>• Liaise with the School uniform provider regarding the return of students' uniform.</li> <li>• Support Boarding Houses/Matrons with boarders' uniform requests and place orders online through the school uniform provider online shop.</li> <li>• Carry out pupil billing on a termly basis for any uniform items purchased online.</li> <li>• Manage the School Lost Property provision on a weekly basis and distribute any Lost property items to students through their Tutors or through the Junior School. Every half term, sort through outstanding Lost Property items and manage accordingly.</li> <li>• Work in partnership with the Matrons to co-ordinate a fitting service for new boarding pupils at the beginning of the academic year using the online measuring template and placing all orders online.</li> <li>• Work closely with the Operations Manager and the School uniform provider in sourcing and delivering any new items of uniform.</li> </ul> <p>Undertake other such comparable duties as the Head or your line manager requires from time to time. For the avoidance of doubt, the duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have contractual effect.</p>
Line management duties and responsibilities	N/A

**You may also be required to undertake such other comparable duties as the Headmaster or your line manager requires from time to time.**



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Person Specification			
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
<b>Qualifications</b>	<p><i>The professional, technical or academic qualifications that the Applicant <b>must have</b> to undertake the role or the training that they <b>must have</b> received</i></p> <ul style="list-style-type: none"> <li>• 5 GCSE passes or equivalent including Maths and English</li> </ul>	<p><i>The professional, technical or academic qualifications that the Applicant <b>would ideally have</b> to undertake the role or the training that <b>they should ideally have</b> received</i></p> <ul style="list-style-type: none"> <li>• Administrative qualification</li> <li>• Shorthand</li> <li>• Safeguarding and Safer Recruitment Qualifications</li> <li>• Typewriting RSAII</li> </ul>	<ul style="list-style-type: none"> <li>• Production of the Applicant's certificates</li> <li>• Discussion at interview</li> <li>• Independent verification of qualifications</li> </ul>
<b>Experience</b>	<p><i>The categories of work or organisations, types of achievements and activities that would be likely <b>to predict</b> success in the role</i></p> <ul style="list-style-type: none"> <li>• Experience in general office</li> </ul>	<p><i>The categories of work or organisations, types of achievements and activities that would be likely <b>to contribute to</b> success in the role</i></p> <ul style="list-style-type: none"> <li>• Experience of working in an educational</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>



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	administration	environment <ul style="list-style-type: none"> <li>• Experience in compliance administration</li> <li>• Experience in HR administration</li> <li>• Experience in compliance administration</li> </ul>	
<b>Skills</b>	<p><i>The skills <b>required</b> by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Organised and efficient worker</li> <li>• Accurate</li> <li>• Good time-management skills</li> <li>• Ability to multi-task</li> <li>• Good telephone manner</li> <li>• High level of integrity, tact, diplomacy &amp; confidentiality</li> <li>• Ability to work independently, effectively and collaboratively with colleagues</li> <li>• Highly proficient with Microsoft Office; ability to develop smarter ways of working</li> <li>• Ability to undertake routine tasks efficiently and effectively</li> </ul>	<p><i>The skills that would <b>enable</b> the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Problem solving/solution focused</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>



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<b>Knowledge</b>	<p><i>The knowledge <b>required</b> by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"><li>• Microsoft Office Suite</li></ul>	<p><i>The knowledge that would <b>enable</b> the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"><li>• SIMS</li><li>• Compliance in Education sector</li><li>• ISI</li></ul>	<ul style="list-style-type: none"><li>• Contents of the application form</li><li>• Interview</li><li>• Professional references</li></ul>



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<p><b>Personal competencies and qualities</b></p>	<p><i>The personal qualities that the Applicant <b>requires</b> to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> <li>• Calmness when under pressure</li> <li>• Highly organised</li> <li>• High standards of integrity, tact, diplomacy and confidentiality</li> <li>• Ability to adapt quickly to a fast – paced environment</li> <li>• Motivation to work with children and young people</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Supportive of the Quaker ethos and principles</li> </ul>	<p><i>The personal qualities that would <b>assist</b> the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Good sense of humour</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>
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