**Role Profile: Administrator**

**Purpose**

Responsibility for specified school administration duties providing relevant information and reports to the Headteacher and other general duties as required. Also, to provide consistent, accurate, efficient, and effective support to the Operations Manager and to the Admin Team for the development and operation of the admin functions as directed by the Headteacher or Operations Manager.

**Key Accountabilities**

* Ensure that telephones are answered promptly, and all general queries are dealt with professionally and promptly, responding professionally to prospective parent requests for information in the absence of the Admissions Manager.
* Managing the general administration of the school which includes post, printing and distribution of school communications including pupil reports and school comms. Ordering of office/teaching stationery stock ordering and control.
* Providing administrative support in the management of out of hours and the holiday club provision including charges/invoicing and producing registers, as necessary. Organising of after school club attendees each term.
* Provide administrative support for clubs and educational visits including bookings and preparation of relevant paperwork for pupils and teachers.
* To act as the SCR Champion for the school.
* To manage the dietary and medical registers
* To manage the school training log, the absence system, pupil references, events and policy management.
* Provide administrative support for members of Senior Leadership Team: Head, Operations Manager, Deputy Head, Finance Manager, the DSL and Head of Early Years.

**Safeguarding Responsibilities**

* To comply with safeguarding policies, procedures, and code of conduct
* To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
* To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
* To engage in safeguarding training when required

**Person Specification**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Skills** | * Excellent people skills – confident & friendly with a good awareness of customer care * Excellent telephone manner * High attention to detail with the ability to work methodically with accuracy at all times. * Confident with IT and basic office software packages – will need to be able to use Word /Database systems at a competent level. * Reliable and flexible with ways of working * Able to show initiative and provide attention to time critical duties |  |
| **Qualifications** | * Educated to GCSE level with Maths and English at Grades A\*-C or equivalent | * Qualification in computer literacy skills i.e. Word, Excel, Outlook |
| **Experience** | * Experience of working in a reception or office administration role * Experience of delivering excellent customer service * Experienced in MS Office, particularly Outlook, Word and Excel | * Experience of working in a similar role in a School environment |

**Key Stakeholders:**

**Internal – All school staff, pupils**

**Cognita – Colleagues across Cognita schools and teaching and learning networks**

**External – Key external relationships, suppliers and parents**

**Signed: ………………………………………….**

**Name (print): …………………………………..**

**Date: ……………………………………………..**