



FEARNHILL SCHOOL

Icknield Way ▪ Letchworth ▪ Herts ▪ SG6 4BA

Headteacher : Mr Timothy Spencer Bsc

Job Description: School Administrator

- 1. Title and Grade of Post:** **School Administrator**
H3 37hrs Term Time + 1 week
Monday – Thursday: 8.00am – 4.00pm
Friday: 8.00am – 3.30pm
- 2. General Professional responsibilities**
 - 2.1 To provide general administration support to the school under the direction of the Senior Administrator;
 - 2.2 To be active in promoting the school's aims through delivering high standards of student support.
- 3. Applicable Contract Terms and Duties**

This job description is to be performed in accordance with the provisions of the pay and conditions policy and within the duties set out in that documents, so far as is relevant to the post holder's title and salary grade.
- 4. Relationships**
 - 4.1 The post holder is responsible and accountable to the Headteacher;
 - 4.2 The post holder reports to the School Business Manager;
 - 4.3 The post holder also interacts with other professional colleagues and should establish and maintain productive relations with them.
- 5. Responsible for**
 - 5.1 Reception duties, to act as first point of contact in response to telephone and face to face enquiries, take messages as necessary, act on instructions received and relay messages to staff/parents carers and students promptly;
 - 5.2 Ensure visitors sign in in/out in accordance with the school's health and safety policy. Issue visitor passes and check for photo ID where necessary;
 - 5.3 Check incoming deliveries and arrange for distribution and storage;
 - 5.4 Organisation of parent's evenings for Key Stage 3, including on line booking system, liaise with Head of Year, Pastoral Care Co-Ordinator and site team;
 - 5.5 Organisation of immunisation programme and liaise with NHS School Community Health team;
 - 5.6 First aid support, to act as point of contact for sick students, liaise with parents/carers/staff.
- 6. Other general duties**
 - 6.1 Input student data and update manual and school management information systems;
 - 6.2 Open, sort and distribute incoming mail;
 - 6.3 Support the Headteacher's PA with student related administration such as telephone calls to parents, letters home and entering information on the School's management information system and CPOMS
 - 6.4 Preparation of correspondence including word processing, Google documents, Schoolcomms, text messages and email;
 - 6.5 Provide reprographic support to teaching and non-teaching staff;
 - 6.6 Any other administration tasks as directed by the Senior Administrator.
 - 6.7 Maintain confidentiality at all times in respect of school related matters and prevent disclosure of confidential and sensitive information;

- 6.8 Carry out any other duties as reasonably requested by the Head teacher or Senior Leadership Team.

This job description reviewed January 25 may be amended at any time by agreement but in any case will be reviewed annually.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to comply with the School's Safeguarding Policy, observe all other School policies and observe data protection guidelines
