

## School Administrator – Temporary Position

**Reporting to:** School Business Manager

### **Salary details:**

- Grade 4, Term time only. 15 hours per week (ideally 3 hrs per day, times to be agreed). Due to budgetary constraints, this role is initially offered as a Fixed Term position (ending 19.07.2024). There is scope, for the right candidate, for this role to develop further in which case training will be offered. Salary range: £23,114 - £23,500 PA FTE, £6703 - £6,815 PA Actual

### **Purpose of the job:**

- To provide administrative support, in partnership with the wider administration team, across a broad and varied range of areas of responsibility. Elements of this role will be time specific (project based or working through a backlog of tasks), others will require on-going responsibility for the completion of tasks.

### **Key Responsibilities:**

Under the guidance of the SBM, to carry out administrative duties relating, but not limited, to:

- Hire of school facilities
- Orders and deliveries
- Staff training records
- Health and Safety monitoring and compliance records
- Liasing with contractors
- First Aid Supplies
- Medical records
- Asset management

### **Person Specification**

#### **Essential**

- Attention to detail.
- Commitment to confidentiality and ability to work with discretion.
- Good working knowledge of MS Office, ability to create and manage spreadsheets.
- Ability to manage deadlines and prioritise effectively.
- Ability to learn new IT systems.
- **All appointments are subject to satisfactory references and DBS checks.**

#### **Desired**

- Previous employment in a school environment.
- Experience of working with confidential data where accuracy is of the utmost importance.
- Working knowledge of IBC, SIMS (or other schools Management Information Systems), Smartlog, Sharepoint.
- Understanding of GDPR.
- Interest in developing a wider understanding of the role of School Administrator.
- Current First Aid and Safeguarding Certificates.