



## JOB DESCRIPTION

### School Administrator - The Minster School

#### Salary and Hours

**Salary:** NJC Salary Scale – Grade 2– Scale Point **2 - 4**  
£14,675 - £15,267  
(Full time equivalent £18,198 – £18,933)

Salary will be pro-rated based on the number of hours and weeks worked per year.

**Hours:** **35** per week (08:30 to 16:00) **Term Time Only**

**Daily Direction from:** **Administration Manager**

**Note:** **All Support Staff are managed overall by the School Business Manager**

#### Purpose

Main responsibilities of the post:

To work within the administration team to provide administrative support in all areas of the school including curriculum departments.

#### Specific duties and responsibilities

##### Key activities

- Providing general clerical/administration and support to anywhere in the school including but not limited to:
  - assisting in arrangements for school trips, events etc;
  - photocopying, filing, scanning, complete standard forms, respond to routine correspondence
  - stock takes, ordering, receiving goods and distributing to relevant departments.
  - booking in goods as received in the Access software
  - data inputting to school specific software as instructed by the Administration Manager
  - answering telephone calls and emails;
  - contacting parents for information;
  - updating attendance registers;
  - producing lists/information/data as required;
  - undertaking word-processing and other IT based tasks;
  - sorting and distribute mail;
  - undertaking administrative procedures;
  - maintaining and collating student reports;
  - providing library cover or reception support;
  - providing general advice and guidance to teaching staff, students and others;
- Working with the teaching staff to support lesson planning.
- Ensuring timely and accurate preparation and design of departmental displays as instructed.



- Being responsible for keeping and updating records, information and data as directed within school guidelines, contributing to reviews of systems/records as requested.
- Liaising sensitively and effectively with parents/carers within your role/responsibility and participating in feedback sessions/meetings with parents with, or as directed.
- Administering routine tests and invigilating exams/tests as required.
- Supporting student visits, trips and out of school activities as required.
- Undertaking any other duties which may reasonably be regarded as within the nature of duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

## Health and Safety

- It is an Employee's responsibility to take reasonable care of themselves and others and anybody affected by their undertaking including any act(s) or omissions.

## Additional Responsibilities

- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities / grade of the post, as defined, subject to the proviso that normally, any changes of a permanent nature shall be incorporated into the job description in specific terms.

## General

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment, to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- This job description is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: \_\_\_\_\_ Member of Staff

Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Head Teacher

Date: \_\_\_\_\_