



Radnor House — SEVENOAKS —

JOB DESCRIPTION

**Administrator, Senior School
8am – 5pm Term Time plus 20 days**

Reports to: Head of Administration

Purpose and Key Roles

To provide a comprehensive, confidential and accurate administrative service to support the Senior School and its staff including administrative support to the Senior School Teaching Staff and Deputy Heads of the Senior School. To understand and ensure full implementation of school policies and procedures in particular relating to Child Protection, Health, Safety and Welfare, Safer Recruitment, Admissions and Security. Establish priorities, work independently and without direct supervision on all routine matters.

Key Responsibilities

Administration

- Be responsible for confidential secretarial and administrative duties relating to all aspects of the Senior School including email, correspondence (writing letters and drafting email replies), managing filing, records and databases, exclusions and staffing.
- Independently manage and decide on priorities and ensure that all work is completed to the very highest standard. Accuracy and attention to detail is essential.
- To prepare letters and notifications to parents for the weekly bulletin on behalf of the Deputy Head's and Teaching Staff.
- To act as the first point of contact for parents, pupils and staff in the Senior School when the Receptionist is already busy.
- Compile and ensure completion of daily attendance registers for all students in the Senior School and add a weekly summary and monthly statistics to the registers folder. All students must be accounted for by 10am on each school day.

- Prepare and circulate Weekly Late Report for SLT.
- To understand and be able to assist fully in the Fire Drill Procedure and ensure that all Fire Registers are printed and added to the clipboards in the office by 10am daily.
- To ensure Lost Property is sorted and returned to Form Tutors where appropriate and arrange to email parents and students to advise them to collect their items. Arrange for any unnamed items to be taken to the Second-Hand Uniform Shop.
- All outgoing mail to be taken to the Main School Reception at the end of the day for franking and collection.
- Administer postal arrangements and ensure the franking machine is fully functioning in liaison with Reception.
- Maintain and administer student files.
- To assist Senior School Staff with administrative duties as required.
- Manage the 'Enquiries' email inbox, acknowledging, answering or forwarding emails as appropriate.
- Contribute to the maintenance and updating of in-house administration systems including ISAMS, SOCS Co-Curricular and SOCS Sports, My School Portal, School Post and others as required.
- Working knowledge of ISAMS and other whole school systems.
- To manage on-site visits to the Deputy Head's and Teaching Staff or any other member of staff as required.
- To send out communications by text or School Post
- To be confident with Microsoft 365, One Note, MS Teams, Windows 10 Publisher and Excel

Events

- Provide comprehensive and efficient administrative support to the Head of Administration for all major School Events
- Responsibility for planning and organising events
- Managing set budgets for events
- Co-ordination with Estates, IT, Finance, Catering and other departments as required
- Keeping the school calendar up to date with events
- Completing all room bookings and requests for major events
- Parent communications and advertising

Additional Responsibilities

- Logging and following up on facilities requests to ensure satisfactory completion.
- Be familiar with the role and responsibilities of the main Reception and School Administrator and be able to cover if required.
- To support the Head of Administration with events which take place outside of the working hours detailed above.

Other considerations

- Knowing the school regulations and Health and Safety Policy and being aware of and implementing the school rules and school policies, in particular Safeguarding of Children.
- To take reasonable care of their own Health and Safety and that of others who may be affected by their acts or omissions at work.
- To undertake other such duties that may from time to time be reasonably assigned by the Line Manager.
- Cover as required.

Note: This job description is subject to an annual review.

The above Statement of Responsibilities is agreed to be an accurate job description.

This Job Description should be read in conjunction with the Staff Handbook, a current copy of which is available to all staff on the school’s management systems.

Signed:

Signed in Acceptance:

Name
Title

Name