

# Stratford upon Avon School

**Job Title:** School Administrator

**Grade** Band E, Points 4-6 (salary details at appendix 2)

**Hours:** 18.45 average hours per week, 40 weeks per year, based on 738 annual hours (details at appendix 2)

**Reporting to:** Admin & Planning Manager

**Department:** Admin

## Main Purpose of Job

To lead on particular areas of the administration service for the school such as Sixth Form.

As part of the Admin Team provide effective support for our students, staff and external stakeholders.

To provide administrative support or cover which may include, but is not restricted to, reception, the attendance support room (ASR) and reprographics.

## Main Duties & Responsibilities

- Lead on the processing of Sixth Form admissions and administration
- To deal with communication from parents via phone, email or in person
- Support with in-year admissions and transition
- Produce and circulate communications for various internal and external stakeholders
- Take prospective parents and students on tours of the school
- Prepare correspondence and communications to parents and carers via Groupcall
- Assist in the administration of Parents' Evenings and other events
- Make and receive calls with parents and external agencies and deal with these as appropriate
- Ensure effective upkeep of the school databases, updating and archiving data as applicable.
- To deal with general welfare concerns and enquiries from students, parents and external agencies, signposting students to the relevant department or member of staff
- Produce reports via the MIS (Bromcom) and Excel
- File management of student records which includes both paper and electronic methods
- Appropriate and regular archiving, according to guidelines, including the electronic M-Store
- Produce bespoke business documents to a high standard
- Compile the admin office's contributions on the school website, including trip letters and curriculum document uploads, calendar updates and general text updates (HTML knowledge not necessary)
- Cover for other members of the Admin Team on their days off to ensure a high-quality level of admin cover is provided all week
- Proof reading
- Copy writing
- Prepare post for despatch and deliver incoming post to staff pigeonholes
- Cover Reception as necessary (Full training will be given)
- Cover the Attendance Support Room (ASR) as necessary (Full training will be given)
- Provision as a first aider for the school

## Other Duties and Responsibilities

To support the wider team with administrative duties as appropriate.

Any other duty appropriate to the general area of operation and in line with the broad range of responsibilities and aptitudes expected.

## Health and Safety

The post holder must have the moral courage to insist on appropriate safety standards within their area of influence, whilst not using Health and Safety as an excuse to water down the educational experience for the students.

May 2024

## **General**

### **Entitlement to:**

- A clear management line and access to the immediate line manager.
- An annual performance review, which includes the setting of individual performance targets in line with the established school procedure.
- Time and opportunity for professional development, in an appropriate form.

### **Requirements**

- The postholder is expected to comply with the provisions of the Data Protection Act 1998 and other relevant legislation. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the school's Data Protection Policy and Procedure.
- Knowledge of and compliance with relevant school policies and procedures e.g. Health & Safety, No Smoking, Acceptable Use of the Internet, procedure to gain authorisation for expenditure, privacy policies, Child Protection etc.
- Willingness to undertake training /professional development in-house or externally.
- Participation in the performance management system in force for all staff.

### **Notes**

- Stratford upon Avon School reserves the right to alter the content of the job description to reflect changes to aspects of the role, without altering the general nature of the role or level of responsibility.
- The responsibilities detailed are subject to the terms and conditions laid down in the Contract of Employment for Support Staff.
- The job description summarises an indicative range of duties, responsibilities and outcomes, but does not seek to imply the relative priorities or the proportion of time to be spent on each.

## **Appendix 1**

### **Support Staff Posts**

#### **Corporate**

- Support your line manager or team leader as required in maintaining a customer focus, efficient working, establishment and following of operating procedures, compliance with health and safety and other regulatory requirements, identifying desirable developments, and providing clear support in general for teaching and learning, student progress and wellbeing, and any external or collaborative arrangements with which the school is involved
- Contribute to the effective operation of support services
- Be prepared to share good practice with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations
- As part of a team of support staff, provide assistance with the invigilation of examinations if required
- As a member of staff working in a school setting, have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and wellbeing of students

#### **Working with Students**

- As part of a team of support staff, provide assistance with a variety of other provision if required, such as supervision of private study, accompanying school visits, general staff duties etc.
- Be prepared to engage in elements of guidance or instruction to students in line with specific job role, area of interest or expertise.

#### **Membership of Groups**

1. From time to time, take the opportunity to be involved in working groups, designed to enhance the learning or operational aspects of school life.

# Appendix 2

## School Administrator

### Terms and Conditions of Employment specific to the post

#### Working Hours

The post has a varied working pattern subject to time of year and workload.

Generally, the working pattern is based 18 hours per week 08:30 to 14:30 Tuesday, Wednesday and Friday.

In peak periods the working pattern is based on 20 hours, 08:30 – 13:30, over 4 days. These periods will be in September for four weeks, in the summer term (May – July) for four weeks and the equivalent to one week during summer holidays. This must include GCSE results day and summer school (exact hours to be agreed with Admin and Planning Manager).

This equates to 40 weeks per year (38 weeks term time plus equivalent one week staff learning days plus equivalent one week in summer holidays): 31 weeks at 18 hours per week and 9 weeks at 20 hours per week. Average hours per week calculated at 18.45 hours per week.

Staff working less than a five-day week will work pro-rata staff learning day hours, either pro-rata on each training day OR a pro-rata number of training days, by agreement with HR.

When working 6 hours or more an unpaid lunch break of 40 minutes will be taken at a mutually agreed time, by agreement with the line manager and in collaboration with other colleagues to ensure the department is covered.

Where 6 hours or fewer are worked per day, it may be possible to omit the lunch break.

#### Holidays

- a) Term-time staff are paid for a pro-rata proportion of holidays applicable to the grading of the post and the length of their service.
- b) All holidays are deemed to be taken within school holidays.
- c) The allocation of holidays against which pro-rata payment is made is 23 days for new entrants to schools, academies, or local government. 26 days after 4 years' continuous service, plus 8 Bank Holidays and 4 Statutory days

#### Other Benefits

- Free car parking (subject to availability)
- Wellbeing employee assistance programme
- Contributory pension scheme

#### Remuneration

Starting salary for a full-time post at Band E (points 4-6) is within the range £23,115 to £23,893 per annum paid pro-rata to the hours and weeks worked. Starting point depending on experience and qualifications.

Actual salary is calculated at £9,985 to £10,321 subject to any continuous service.

*All positions at Stratford upon Avon School are subject to the Disclosure Barring Scheme.  
This post is subject to an Enhanced Disclosure.*