HOLME GRANGE

SCHOOL ADMINISTRATOR

JOB DESCRIPTION & PERSON SPECIFICATION

Main Purpose of the Post

The School Administrator will provide high-quality administrative and operational support across the School, helping to ensure the smooth and professional running of day-to-day activities.

The role requires an organised, adaptable and calm individual who is comfortable managing a varied workload and responding to multiple demands and changing priorities. The postholder will work closely with colleagues across the School and will be an important point of contact for parents, pupils, staff and visitors.

The role includes responsibility for supporting parent and internal staff communications, coordinating information and administrative processes, assisting with School events and providing cover and support on the School's main Reception.

Key Accountabilities & Relationships

- **Reports to:** Head of Communications and Administration
- **Works with:** Parents, other staff members, outside agencies as applicable

Hours of Work

Monday-Friday 10:00-15:00 during school terms, Monday-Friday.

Some work in holidays may be required.

Some flexibility may occasionally be required to support School events or other operational requirements.

Key Responsibilities

1. **School Administration and Communications**

- Provide efficient and accurate administrative support across the School for both routine and ad hoc tasks as required.
- Act as the main point of administrative support for the PE department, assisting with the organisation of transport to/from fixtures and competitions, and support the co-ordination of fixtures on SOCS.
- Act as the key coordinator for regular staff bulletins and parent newsletters, ensuring accurate information is professionally presented and shared in a timely manner.

- Support the preparation and distribution of parent communications, ensuring information is accurate, timely and appropriately presented.
- Liaise with colleagues across the School to obtain information required for communications, weekly bulletins, events and other administrative activities.
- Maintain accurate records, databases, documents and filing systems as required, with particular focus on ensuring any compliance obligations are met as appropriate.
- Prepare correspondence, documents, schedules, lists and other administrative materials.
- Producing seating plans and parent name labels for Parents' Evenings.
- Branding, creating and proofreading termly lunch menus.
- Formatting and proofreading Curriculum Maps, GCSE booklets, Exams Booklets etc. for the Academic SMT.
- Assist in data entry for the yearly calendar, including room and minibus bookings, and resolving scheduling conflicts.
- Create content for staff plasma screens using relevant software packages.
- Assist in the production of pupil timetables for Music and Trinity Drama.
- Work with colleagues across the school to support the organisation and delivery of School events as required, particularly larger events such as open days and speech days.

2. Reception and Parent Support

- Support the team providing a professional and welcoming main Reception service for visitors, pupils, parents and staff, ensuring school Safeguarding procedures are followed.
- Deal courteously and efficiently with all enquiries from parents, pupils, visitors and others, whether in person, by telephone or by email, including during busy periods. This may mean directing enquiries promptly to the appropriate member of staff.
- Support the management of pupil and parent enquiries during the school day.
- Support the registration process for co-curricular activities, updating SOCS registers where necessary.
- Maintain a calm, helpful and professional manner, including when dealing with competing demands or challenging situations.
- Handle confidential or sensitive information with appropriate discretion.

3. General

- Work collaboratively and flexibly as part of the wider administrative and support team.
- Build positive and professional relationships with pupils, parents, colleagues and visitors.
- Maintain high standards of accuracy and attention to detail in all aspects of the role.
- Manage competing priorities effectively and use initiative to identify and resolve routine issues.
- Maintain appropriate confidentiality and comply with the School's data protection requirements.
- Follow all School policies and procedures, including those relating to safeguarding, health and safety and equality.
- Undertake appropriate training and professional development.

- Carry out other reasonable administrative duties consistent with the nature and level of the post.

This Job Description and areas of responsibility may be developed to reflect the strengths of the postholder, their areas for development and aspirations. Whilst every effort has been made to explain the main duties and responsibilities of the role, each individual task may not be identified.

The postholder may be asked to undertake other duties from time to time as required and commensurate with the position as deemed necessary. You may be required to undertake other duties as required by the Head or SLT. The job description may be amended to meet the needs of the school.

Safeguarding

All members of staff at Holme Grange School are expected to be committed to the safeguarding and protection of children, show an understanding of the issues surrounding the safeguarding of children, and follow the procedures in school policies and handbooks to ensure the safeguarding of all pupils at the school.

Holme Grange School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. It is an offence to apply for this post if you are barred from engaging in regulated activity with children.

Person Specification

The successful Candidate will:

	Essential	Desirable
Have excellent organisational and administrative skills.	X	
Be able to prioritise effectively and manage multiple demands on their time.	X	
Remain calm, composed and professional in a busy working environment.	X	
Have excellent attention to detail and a commitment to producing accurate work.	X	
Have strong written and verbal communication skills.	X	
Have a confident, courteous and professional manner when dealing with parents, pupils, colleagues and visitors.	X	
Be able to work effectively as part of a team while also using initiative and working independently when required.	X	
Be flexible and willing to respond to changing priorities and the varied demands of School life.	X	
Be confident using standard IT applications, including email, word processing and spreadsheets, and be willing and able to learn new systems.	X	
Understand the importance of confidentiality and discretion when working within a School environment.	X	
Be reliable and able to provide consistent cover for the required working hours.	X	
Have previous administrative experience within a school, education or similarly busy customer-facing environment.		X
Be familiar with school management information systems or parent communication platforms. Experience with Engage MIS, SOCS and Evolve would be particularly helpful.		X
Have experience of producing or coordinating newsletters, bulletins or other communications through design apps such as Canva.		X
Have experience of supporting events.		X
Have experience of working on a reception desk or in another front-facing role.		X