**Role Profile: Senior Administrator**

**Purpose**

As the Senior Administrator, this role is primarily responsible for supporting the offsite Operations and Facilities Manager in the day to day running of the School. Elements of the role will include supporting and maintaining high standards of Health & Safety and compliance as well as liaising with maintenance providers, cleaners and caterers and placing orders for school supplies.

The role also involves supporting the running of a busy school office and playing an integral role in the school office team. Answering the phone, dealing with enquiries, maintaining good relationships with parents, children and teachers are a high priority.

Proficiency in Microsoft Office, Teams, Microsoft Word, Excel, and Outlook are essential.

**Key Accountabilities**

**Duties**

The post holder

* is responsible to the Head teacher
* works closely with the offsite operations and facilities manager
* provides the administrative support to the caretaker
* books in visits from contractors and maintenance teams
* liaises with catering and cleaning providers
* manages the school’s ordering supply ordering systems
* keeps the compliance systems up to date

Supporting the smooth running of the school office

* supports the general smooth running of the school office, answering the telephone, dealing with queries
* supports the school secretary with
  + the running of school events such as prize givings, sports days etc
  + the administration for school trips, wrap around care and school clubs
  + the preparation of termly calendars
  + greeting visitors and parents
  + maintaining pupil files and databases

Working in a school also involves

* interacting on a professional level with colleagues and establishing and maintaining productive relationships with children and parents
* treating all school matters with confidentiality and sensitivity
* There is a further opportunity to manage the First Aid and Medical Room within the school

**Safeguarding Responsibilities**

* To comply with safeguarding policies, procedures and code of conduct
* To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
* To engage in safeguarding training when required

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Training** | attend meetings and training courses as required |  |
| **Skills** | * Highly motivated, capable of working on own initiative * Excellent communication and inter-personal skills * Adaptable - Prepared to take on new tasks * The capacity to remain calm under pressure. * Well organised with effective time management * Discretion and confidentiality * Flexible team member |  |
| **Experience** | Ability to use Microsoft Word, Excel, Teams and Outlook  Training will be provided in the use of other system as needed | * Previous school experience preferable but not essential |

**Signed: …………………………………………. Name (print): …………………………………..**

**Date: ……………………………………………..**

May 2023