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## Senior School Administrator

*Required for December 2022*

**UCS**  
HAMPSTEAD



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### JOB DETAILS

<b>Job Title</b>	Senior School Administrator
<b>Hours</b>	8.30 am - 4.30 pm, Monday to Friday, Full-Time
<b>Salary</b>	£30k per annum
<b>Location</b>	Senior School

### DIMENSIONS

The Senior School Administrator (SSA) works alongside the Senior School Secretary, with whom the SSA shares responsibility for providing general clerical support to pupils and staff, as well as dealing with parents and visitors.

In addition, the SSA has specific responsibility for key areas of clerical support, as detailed.

The Senior School Administrator reports to the Senior School Office Manager.

### AREAS OF RESPONSIBILITY

Under the Health and Safety Act 1974 we all have a responsibility to ensure a safe working environment for everyone who comes within our working environment.

The sections below detail broad areas of responsibility. However the lists of tasks in each section should not be viewed as exhaustive; flexibility and initiative should be applied in order to fulfil the role, as well as a willingness to cover the Senior School Secretary's specific responsibilities in case of absence so as to ensure a consistently high standard of service.

### RESPONSIBILITIES

- To deal with pupils' queries through the school day
- To answer phone calls to the main school switchboard number, including redirecting phone calls and taking and acting on messages, including conveying urgent messages in person to pupils and staff
- To ensure the safekeeping of lost valuables and confiscated mobile phones
- To provide cover for School Reception as and when required
- To administer the school's room booking system

- To take responsibility for outward parental communication - letters, mailings through SIMS/InTouch - including proof-reading
- To assist the Senior School Secretary with reprographics work and routine administrative tasks, such as dealing with internal and external post

#### **REQUIREMENTS FOR THE POSITION**

- Successful experience in a secretarial or administrative post, ideally in an educational setting
- A professional, calm and empathetic approach to pupils, parents and staff
- Strong working knowledge of key IT software, including word processing
- Excellent communication and interpersonal skills
- A willingness to take the initiative
- A team player, able to work constructively with others and to develop positive working relationships with a range of colleagues
- A high level of personal organisation and flexibility
- A high level of discretion and integrity, including an ability to maintain confidentiality as required