**DETAILS**

**Job Title:** School Administrator for the Senior School

**Hours:** 8.00 am - 4.15 pm, Monday to Friday, term time only plus 5 working days before Autumn term and 5 working days after Summer term. Also required to work additional hours in the evening to cover the Box Office and administrative support for other events held by the Development Team. There will be several evenings per term – advance notice given and overtime paid.

**Salary:** £27,700 per annum

**Location:** Senior School Reception

**OVERVIEW**

The role of the School Administrator, based at Reception, is to provide adequate support to the Foundation. This involves welcoming all visitors, including parents and foundation suppliers, to the organisation and ensuring the required protocols are adhered to with regards to their registration and direction to the appropriate departments. Additionally, the School Administrator will record and report pupil absences in line with organisation policies and database system.

Furthermore, the post holder will be responsible for the box office and the sale of tickets which, occasionally during term time, will be in the evenings, after normal working hours. The responsibility of this will be shared between two School Administrators.

The Senior School Administrator reports to the School Office Manager.

**DAY-TO-DAY RESPONSIBILITIES**

* Acting as the first point of call for visitors of the organisation
* Welcoming all visitors and ensuring that they are all registered and issued with badges and lanyards
* Directing visitors to the appropriate departments
* Acting as the collection point for tours of prospective parents
* Ensuring the effective reception of goods, their storage and their distribution
* Using SIMS to check the daily completion of morning and afternoon registers for pupils in years 7-13
* Completion of lesson registers for pupils in years 12 and 13
* Using SIMS to contact parents if pupils are late or absent after checking classrooms for Lower and Middle School pupils
* Daily communication to staff of pupil absences
* Printing a daily morning and afternoon fire and evacuation list
* Providing a ticket sales service for all school related activities including administering ticket sales and maintaining adequate stocks of consumables
* Maintaining security of the ticketing systems and associated finances including keeping an audit trail for all tickets produced and payments collected
* Occasionally securing payments for the ticket sales, maintaining a record of these payments and reconciling payments and receipts.
* Answering all queries concerning ticketing and productions
* Organising cash floats as required for the sale of refreshments, programs, etc.
* Assisting with any other SIMS administrative duties for the SIMS Data Manager and across the school as and when required

**PERSON SPECIFICATION**

* Successful experience in a secretarial or administrative post in an educational setting
* A professional, calm and empathetic approach to pupils, parents and staff
* Working knowledge of key IT packages
* Excellent communication and interpersonal skills
* A willingness to take 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
* Prior use of SIMS Attendance would be desirable.
* First Aid training will be given