

Ripplevale School Job Description

Post Title:	Administrator / Data Officer
Reporting to:	Senior Administrator and SLT
Responsible for (staff):	None
Liaising with:	Senior Administrator, SLT, Receptionist and Admin Team, Outside organisations/agencies, Students and Parents

Summary of main duties of the post

To support the Senior Administrator and SLT with day-to-day administration duties including data inputting. Support the Administration and HR Team in all areas and deputise for Senior Administrator in their absence and to cover for the Receptionist when needed. To provide a high-quality administration and organised service to the school in accordance with the School's established policies and procedures.

General Duties

- To cover the reception desk when needed and answer the telephone, passing the call on appropriately or taking accurate note of any message and emailing the person enquired after; deal with visitors in a polite and courteous manner to make them feel welcome
- To assist with data inputting in a timely manner, liaising with appropriate staff with data inputting, all the while ensuring the data is accurate. To produce reports and send out communications to parents/carers as directed.
- Logging student details and updating student records including parental consent/changes to addresses
- To provide confidential word processing support to the Senior Leadership Team and Senior Administrator as required and update and maintain various spreadsheets as directed
- Maintain school diary, diarising various appointments, events and bookings
- Carry out confidential filing and record keeping.
- To deputise and cover for Senior Administrator in their absence and to support and assist the Senior Administrator in their role



- Assisting with invigilation on exam days as a member of the admin team.
- Supporting the organisation of events throughout the academic year including in-house events, open days and parents' evenings etc.
- Taking accurate minutes when needed and always keeping confidentiality a high priority.
- Keeping records in accordance with the school's record retention schedule and UKGDPR, ensuring information security and confidentiality always
- To work in accordance with the school's agreed policies and procedures as contained in the school procedures and policies
- To ensure that all activities are carried out in accordance with Equal Opportunities legislation and the school's Equal Opportunities Policy.
- To undertake your personal Health and Safety responsibilities within the HASAWA 1974.
- Undertaking other administrative tasks, as required, to ensure the smooth running of the school administration team and help provide cover for other administrative tasks, in the absence of other team members which will be commensurate with the level of the post.

Staffing

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in any relevant areas.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.
- To attend support and whole staff meetings as required.

Safeguarding

- To make yourself aware of all relevant school policies and ensure that you abide by Ripplevale School's Child Protection Policy which contains the names and points of contact for all relevant agencies.
- To participate in all Safeguarding/Child Protection training required by the school.
- To immediately report any incidents of a child protection nature to the school's Designated Safeguard Lead, the CEO/Headteacher and/or the Directors.
- NB Failure by a member of staff to report actual or suspected physical, sexual or emotional abuse or neglect of a pupil is a disciplinary offence and in certain circumstances could be a criminal offence.



Quality Assurance

- To help to implement school quality procedures and to adhere to those.

Communication and Liaison

- To communicate effectively with the parents of students as appropriate.
- To communicate effectively with colleagues as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.
- To take part in liaison activities such as reviews, open day and parents evening.

Management of resources

- To contribute to the process of ordering and allocation of equipment and materials, where appropriate.
- To assist the Senior Administrator to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the pupils.

School ethos

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
- To promote actively the school's corporate policies.
- To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate.

General duties

- To undertake the professional duties of a member of Ripplevale School staff team.
- To work in accordance with the school's agreed policies and procedures as contained in the school handbook.
- To ensure that all activities are carried out in accordance with Equal Opportunities legislation and the school's Equal Opportunities Policy.
- To undertake your personal Health and Safety responsibilities within the HASAWA 1974.
- To undertake any other duties that are reasonably assigned to you commensurate with the level of the post.

The above outlines the main duties and responsibilities of the post but may not identify each individual task to be undertaken.



Signatures:

The school will undertake to make any reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for an employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis (or as need arises) and following consultation with you may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed	Name	Designation	Date
		Administrator / Data Officer	
		Headteacher	