# A picture containing text  Description automatically generatedThe Rosewood School – www.trs.kent.sch.uk

**Job Description: Administrator**

**Salary: Kent Range 5**

**Hours: Full Time /Part time Location: Leybourne**

**The School**

The Rosewood school is a school for pupils who are struggling in their current school due to their physical or/and mental health need. Our vision is to combine education and health in transforming the futures of our young people. We have a growing pupil population and are seeking exceptional and inspiring individuals to join our committed team.

For each and every person employed at The Rosewood School, we offer you excellent CPD, unwavering support from our senior leadership team and continual opportunities for you to succeed at your own personal and professional development.

**What we're looking for**

As a member of the Rosewood School staff you will be tasked with delivering an exceptional standard of support to our young people. This role represents an exciting opportunity to work as a member of a committed and highly innovative team where collaboration is essential.

**Why work for us?**

In return we will promise you a stimulating, supportive and rewarding working environment, where all staff are valued and encouraged to take a leading role in the development of The Rosewood School’s vision and strategy and contribute to the transformative impact we have on our young people. You will also have the opportunity to access a range of excellent professional opportunities to support your progression.

**Safeguarding**

The Rosewood School is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.

**Main Duties & Responsibilities.**

1. Maintain good standards of behaviour in line with school policies.
2. Organise and schedule meetings
3. To complete all administration tasks accurately ensuring deadlines are met.
4. To be proactive in all tasks undertaken and use own initiative.
5. To work independently when required.
6. Attend school training and CPD as expected.
7. Contribute to and promote, without prejudice, the agreed policies of the school.

**Generic Responsibilities**

1. Engage in safeguarding processes fully and without delay, per school policy.
2. Participate in staff meetings.
3. Maintain order and good standards of behaviour.
4. Support the Senior Leadership Team in promoting the culture of the school to all parties.
5. Promote equality, dignity, and respect.
6. Commit to high professional standards.
7. Manage the health & safety of yourself and others.
8. Support, promote, and positively publicise the school.
9. Work collaboratively with staff at The Rosewood School and other professionals.
10. To complete any reasonable request by your line manager.
11. Embody our core values: **Confidence, Acceptance, and Perseverance.**

**Person Specification**

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|   | **Criteria**  |
| **Qualifications**   | **Essential**High Standard of basic educationEvidence of Continuous Professional Development. A willingness to undertake further training. |
| **Experience, Skills and Abilities**    | **Desirable**Experience of working in a similar role**Essential**Ability to be flexible ,and have a can do attitudeAbility to keep accurate records and work to deadlines.Ability to empathise with the needs of vulnerable pupilsExcellent inter-personal skills, communication and be a team player |
| **Knowledge  & Behaviours** | **Essential**Coordinate and manage workloadAbility to remain calm under pressure Respects confidentiality and is able to work loyally, as part of a team |
| **Personal Attributes**  | **Essential**Can do attitude Prepared to go the extra mile Professional approach |