

JOB DESCRIPTION

SCHOOL ADMINISTRATOR

Job Title: School Administrator

Reporting to: Principal

Grade / Salary: AR4

Role Purpose:

- To ensure that Turner Schools are places where children thrive and knowledge matters by upholding and modelling The Trust's values in all aspects of the role;
- To provide general administrative support in the school's administration department.
- To be responsible for presenting a high standard of care welcoming visitors to the school.
- To maintain a welcoming environment, for visitors, staff and pupils.
- To promote a community of learners with purpose and passion while modelling the of Turner Schools "Walk The Turner Talk" values in all aspects of the role.

Responsibilities:

- Manage the admissions (and leavers) process for all new entrants and in-year applications, ensuring deadlines are met and Academy procedures are compliant. Liaise with KCC, as necessary.
- Lead the organisation for admission appeals, including liaising with the Clerk to Governors and Independent Appeal Panel personnel, as necessary.
- To undertake the role as clerk for the Safeguarding team to maintain and update Bromcom.
- Preparation/organisation of assessment materials.
- To manage Bromcom and work with the Data Administrator on end of year transition data and census.
- To manage Subject Access Requests.
- GDPR administrator.
- Fire Marshall – liaise with SLT and Facilities to ensure termly fire evacuations are undertaken.
- Organise work experience and/or students and school volunteers liaising with HR.
- Organisation of staff absence liaising with Trust cover manager.

Other Duties:

- Maintain staff signing in/out records.
- To register and welcome children attending Breakfast Club.
- To receive and distribute the Folkestone Primary external and internal post.
- Manage the school diary (online).
- Staff bulletin and facilities schedule.
- Organisation of extra-curricular clubs.
- First aid and administering of medicine.

- To be first in line to accept and process messages and act as a filter system regarding telephone enquiries and personal callers to the Folkestone Primary reception.
- Ensure that all duties and services provided are in accordance with Turner School's policies and the Academy's procedures in line with staff code of conduct/professional expectations.
- To undertake training as necessary.
- To actively engage in the performance management process.
- To undertake any other duty as specified by the Principal not listed above.
- To be a key part of the life of the school community, to support both the values, vision and ethos of Folkestone Primary and Turner Schools and encourage students to follow this example.

Personal Qualities and Attributes:

This position requires the following personal qualities and attributes:

- Ability to contribute towards school and the Trust's vision and ethos. This position must enjoy completing their work in a professional and positive manner, relish solving problems and take pride in helping people;
- Ability to demonstrate academic ambition for all pupils; a genuine passion and belief in the potential of every pupil;
- Determination to improve standards and outcomes in non-selective education on the south-east Kent coast;
- Interest in playing a part, through education, in the re-generation of Folkestone;
- High ethical standards;
- Strong interpersonal, written and oral communication skills;
- Motivation to improve standards and achieve excellence;
- Ability to demonstrate honesty and integrity;
- Excellent organisational skills;
- Ability to work collaboratively with partner schools in the Trust and beyond;
- Ability to communicate effectively, professionally and in a friendly manner with colleagues, pupils, and parents and external agencies;
- To be an ambassador for school in dealing with external persons, and to be an admired and respected member of the team by internal colleagues and pupils;
- To enjoy helping others and be able to resolve any issues in a professional, calm and measured manner.

Experience and knowledge required of the post holder

The post holder must have:

- Excellent people skills, being able to respond appropriately to diverse and sometimes challenging situations.
- Capacity to respond calmly and sensitively under pressure.
- High level of communication skills.
- High level of literacy skills,
- High level of IT skills with knowledge of Bromcom or Google Suite an advantage.
- Experience of working in a school, with a knowledge of school-based systems would be preferable although is not a requirement.

Qualification Criteria:

- GCSE in Maths and English, grade C (Level 5) or above preferred.

All job descriptions may, following consultation with you, be subject to change to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

Employees are expected to comply with any reasonable request from the Principal or the Senior Leadership Team to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Turner Schools will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Turner Expectations

Turner staff will 'Walk the Turner Talk'. They will:

- **Speak and act with care:** Always show compassion and respect for children.
- **Act boldly:** Be ambitious for yourself and the children and young people we serve.
- **Learn from adversity:** Be evaluative, thoughtful and reflective.
- **Challenge convention:** Be curious, welcome difference and unfamiliar thinking.
- **Connect with others:** Support colleagues, parents and pupils to make a great team.
- **Use your voice:** Offer different views and ask questions.
- **Do what it takes:** Be relentless in pursuing the best for children.
- **Ask for support:** Be open and honest when plans go awry.
- **Don't give up:** Be calm, resilient and measured when managing challenges.

Acceptance:

I confirm that I have received and understand the job description.

Name.....

Signed.....

Dated.....

Line Manager.....

Signed.....

Dated.....