



Job Description

School Administrator (Purchasing)

Reports to:	PA to Principal
Direct reports:	N/A
Location:	West Heath School – Sevenoaks
Hours:	Term Time only: 25 hours per week Monday to Friday 8.15am-1.15pm

The School:

West Heath School is a challenging place to work, but our dedicated staff rebuild lives through education. Teaching respect, encouraging responsibility, building relationships and developing resilience in our students is an integral part of the role. Our committed, dynamic and resourceful staff find the work rewarding.

Integral to the school environment is the promotion of the 4Rs: Respect, Responsibility, Relationships, and Resilience. Every member of our committed, dynamic, and resourceful staff plays a significant part in our students' success. To achieve positive outcomes, we work collaboratively and always as a team, ensuring that all practical and educational functions are aligned to create a safe and trusting environment for our young people.

We are currently on an exciting journey to be registered as a therapeutic community and welcome staff who follow this ethos.

Main Purpose of the role:

Providing comprehensive administrative support focusing on the procurement of goods and services, maintaining school marketing and social media platforms, and assisting with the community development mission. The post holder will work closely with the PA to the Principal and the Community Development Officer and Marketing Manager to ensure the smooth running of administrative and promotional operations

Main Duties and Responsibilities

Purchasing and Budget Control:

- Manage the processing and ordering of all equipment, consumables, and furniture following correct procurement processes.
- Ensure the school achieves best value for money by conducting market research and maintaining strong relationships with vendors.
- Maintain accurate records of budget control and cost centres, ensuring all purchasing is within agreed limits.
- Liaise with suppliers and external agencies regarding orders, deliveries, and discrepancies in invoices.
- Conduct regular stocktakes and replenishment of stationery and other essential school stock.

Communications and Marketing Admin:

- Provide administrative support for the school's marketing and promotional strategy to enhance the West Heath brand.
- Act as the primary administrator for the school's social media presence, ensuring engaging and relevant content is posted.
- Assist in keeping the school website relevant, up-to-date, and reflective of the school's successes.
- Support the Community Development Officer by assisting with community engagement initiatives, funding applications, and project documentation.
- Help celebrate and share student and staff success with parents, carers, and the wider community.

Reception and Administrative Support:

- Attend and contribute to the Morning Briefing to ensure daily operations and priorities are coordinated.
- Manage post and deliveries, including accepting items into the central hub and distributing them throughout the site.
- Reception duties to include but not limited to: greeting visitors, managing the switchboard, and ensuring safeguarding protocols are met.
- Daily Student Registers (AM/PM)
- Monitor Lesson Marks (as required)
- Manage complex Diary Management, Room Bookings, and the school's Email/TEAMS correspondence.
- Provide dedicated administrative support to the PA to the Principal and SMT, including photocopying, filing, and drafting correspondence.
- Support major school ceremonies, including the Certificate Presentation and other Ad Hoc School Events.
- Provide admin support with Staff Inventory System.
- Provide admin support with School Vehicle Booking System.

General

- To undertake duties of the Receptionist/Attendance Officer and Receptionist/School Administrator (Academic & Admissions Support) as necessary, during planned or unplanned absences to ensure continuous support.

Safeguarding

- To undertake relevant Safeguarding training linked to the post and update as required.
- To ensure that you are aware of Safeguarding practices and policies and understand the escalation processes.
- Ensure that Safeguarding practice and policies are at the forefront of your practice with regard to the current guidelines from Keeping Children Safe in Education.
- Promote best practice safeguarding in all interactions with students.

Health and Safety

- Always working safely and hygienically within Health and Safety and Safeguarding Guidelines and Policies.

Partnership Working:

- Sustain and develop positive working partnerships with all areas of the School.
- Implement/monitor and contribute to joint initiatives as required.
- To create and develop links between the department and wider school community.
- Celebrate and share success with students, colleagues and parents/carers.

Equality and Diversity:

- Ensure equality in the workplace regardless of race, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex, sexual orientation.
- Support people to express their individuality and uniqueness in all areas of life.

General:

- To act as an ambassador for West Heath School representing the school where necessary at Events and Meetings.
- To undertake ongoing continued professional development.
- To uphold the values and ethos of the school.
- To undertake such duties and responsibilities reasonably consistent with the role as may be required from time to time by the line manager.
- Follow West Heath School Policy and Procedures, paying particular attention to Safeguarding, Confidentiality & Health and Safety.
- To attend regular supervision sessions with Line Manager.
- Attend team meetings as required.
- Undertake any relevant training as identified.
- Ensure that professional standards are always met.
- To complete any tasks that are reasonably requested by your line manager or SMT.

PERSON SPECIFICATION: School Administrator (Purchasing)

Requirement	Essential	Desirable
1. Qualifications	- English & Maths GCSE Grade 4 or above or equivalent - IT Literate	
2. Experience	- Experience in a similar role - Experience with purchasing and ordering systems - Experience in a busy office/reception environment	Experience in a similar role within a SEN School
3. Knowledge and skills	- MS Office – Minimum intermediate level Word, Excel, PowerPoint etc. - Social Media administration - Budget administration - Negotiation skills	- Previous experience of using a School MIS (e.g. Arbor) - Attachment Aware and Trauma Informed Education/ Therapy models.
4. Competence	- Excellent verbal and written communication skills - Ability to advise, communicate effectively - Ability to maintain confidentiality - Excellent telephone manner and ability to deal confidentially with queries and difficult conversations	
5. Personal Qualities	- An effective team player but also able to think and work independently under their own initiative - Positive approach to work - High standards of integrity and approachability - Flexible and collaborative - Methodical approach to work - Attention to detail - Committed to continued professional development - Ability to work in a way which reflects the Schools values/ ethos. - Working practice which encompasses equal opportunities. - Ability to work under pressure while recognising it in self and others.	

Requirement	Essential	Desirable
6. Other	• Personal development - a strong interest in and commitment to continuous personal learning and development. • Enhanced DBS • Commitment to Safeguarding.	

Note:

This Job Description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify reconsideration of the salary for the post.

West Heath School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.