



The Sisters of the Sacred Hearts of Jesus and Mary

Care Philosophy

The underlying principle which fashions the philosophy of care at any place run by the Sisters of the Sacred Hearts of Jesus and Mary is a Christian one. Our aim is to promote a positive, caring environment which focuses upon and addresses the needs of each person in our care or to whom we provide a service.



JOB PROFILE

Department	Administration
Job Title	School Administrator
Reports To	Principal
Responsible To	Principal
Grade / Scale Point	Grade 3, Scale Points 4 - 5
Job Purpose	To work as part of the administration team supporting the school in achieving its vision and objectives by providing administrative support and reception duties.

JOB DESCRIPTION

Main Duties and Responsibilities

- Carry out any administration tasks as requested by any member of the Senior Leadership Team including presentations, newsletters, etc.
- Provide administrative support as required under the direction of the Principal.
- Provide administration support for school events such as parents evenings, Christmas performances.
- Draft documents / letters / reports as required.
- Attend meetings when required to take minutes and prepare the meeting notes.
- Carry out filing, printing and photocopying. Ensure the photocopier is ready to use at all times, with paper stock replenished when necessary.
- Assist with data entry when needed.
- Send school communications to parents by phone, email and the schools electronic communication system.
- Support with answering phone calls to the school.
- Provide reception cover.
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times.
- Ensure that confidentiality is observed at all times and abide by the data protection act.



- Undertake general office duties as assigned by the Principal, including supporting/covering the other administrators if required with specific tasks.
- Ensure administration work environment is organised and tidy.

Reception duties

- Assist with answering phone calls to the school and provide reception cover on a daily basis.
- Deal with telephone and face-to-face enquiries efficiently and in a professional and supportive manner.
- Seek support from other colleagues where necessary to respond to complex enquiries.
- Respond to messages promptly and accurately, passing on information to relevant staff members as necessary.

General

- Attend relevant training and take responsibility for your own professional development.
- Maintain a professional portfolio of evidence to support your Performance Management process.
- Make a positive contribution to the overall ethos, vision and aims of the school.
- Be aware of and comply with policies and procedures relating to child and vulnerable adult protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Undertake any other duties, commensurate with the post

Responsibility

- For undertaking the duties accurately and efficiently and prioritising own workload.
- For meeting all necessary deadlines set by managers, Senior Leaders and external agencies.
- For bringing matters to the attention of senior staff when necessary.

Decision Making

- Routine decisions regarding the organisation of own work.
- When it is necessary to refer matters to senior staff and when decisions can be taken within guidelines set.
- When matters are confidential or need to be dealt with sensitively- especially when child protection is involved.

This job description is not necessarily an exhaustive list of duties but is intended to reflect the range of duties the post-holder will perform. The post holder will be expected to undertake other tasks commensurate with the general level and responsibility of the post as decided by the Principal and/or Governing Body in the context of the schools changing needs.

The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post holder.

Posts working with children and/or vulnerable adults will be subject to an enhanced DBS. Field Heath House School is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.



We recognise the value and worth of those people who we work with and seek to uphold standards of the highest quality. This is to reinforce the dignity and respect of the individual in an atmosphere which is warm, caring, stimulating, accepting and free from all forms of prejudice and discrimination. This means a true partnership between the organisation, parents/carers and authorities or other stakeholders, which will promote the physical, intellectual, emotional and social development of our young people or others in our care, in order that they may achieve their full potential.

The Post Holder is expected to uphold the Christian ethos of the school.

Postholder Name: _____

Signature: _____

Date: _____



PERSON SPECIFICATION

Criteria		Essential	Desirable
<u>Qualifications and Training</u>	Minimum of 5 GCSE's or equivalent at grade C or above including English & Maths.	✓	
<u>Knowledge and Experience</u>	Excellent knowledge of MS Office.	✓	
	Experience of working in an office/reception environment.	✓	
	Experience of working as part of a team.	✓	
	Previous experience of working in a school office environment.		✓
	Knowledge and experience of using of a school MIS.		✓
<u>Skills and Abilities</u>	Excellent interpersonal and communication skills.	✓	
	Competent with ICT, including MS Office.	✓	
	Ability to present information in a clear, logical and concise format and be able to communicate this clearly both verbally and in writing.	✓	
	Ability to identify priorities quickly and accurately to ensure that deadlines are met.	✓	
	Ability to work with autonomy within set boundaries.	✓	
	Ability to work under pressure.	✓	
	Highly effective in organisation and planning.	✓	
<u>Personal Attributes</u>	Ability to promote a positive image of the school.	✓	
	Support a culture of mutual respect for each other and the environment.	✓	
	Good customer service / can do attitude.	✓	
	Ability to work collaboratively with a diverse range of professional colleagues.	✓	
	Excellent team player.	✓	
	Self-motivated and able to work unsupervised.	✓	
	Positive and flexible attitude to work	✓	
	Willing and quick to learn new skills and procedures.	✓	
	A commitment to equality and diversity.	✓	