**JOB DESCRIPTION**

**SCHOOL ADMINISTRATOR**

Seva Education is offering an innovative solution to meeting the needs of students with special educational needs and disabilities.

You will be given an exciting opportunity to work as a part of an expanding group of schools, where your energy and experience will be valued as a part of our aim to meet the varied needs of our students. You will enjoy a high degree of job satisfaction as you have the opportunity to apply your skills to working with students in key stage 2, 3 and 4 and further education.

Seva Education is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo child protection screening, including checks with past employers, prohibition from teaching and the Disclosure & Barring Service.

**Job Title** : School Administrator (Full Time/Part Time)

**Job Type** : Permanent

**Location** : Twickenham / Harrow

**Salary** : £25,400 - £27,000 PA (Full Time)

**Reports to** : Executive Head Teacher

**PURPOSE OF THE ROLE**

Responsible for an effective and efficient clerical and welfare support to the school.

**PRINCIPAL ACCOUNTABILITIES**

* Providing receptionist support to the school – being the first contact / front line in receiving visitors, staff and pupils to the school.
* Providing pupil and staff attendance support to the school.
* Managing the staff, pupil, parents and visitor school entry system.
* Operating the school’s main telephone, transferring calls, or taking and delivering messages as appropriate.
* Managing the school’s main inbox, replying, forwarding messages and making appointments for staff as appropriate.
* Managing the school’s public noticeboard, adding and removing content as appropriate.
* Updating the school calendar, adding and removing content as appropriate.
* Updating the school’s website, adding and removing content as appropriate.
* Recording, stamping and posting outgoing mail. Routine word processing, as and when required.
* Updating and maintenance of the school's confidential computerized database ‘Central Record System’ which contains information on pupils and staff, and producing reports from same .
* Assisting in the maintenance of the school’s filing and archiving systems.
* General clerical and administrative tasks such as photocopying, printing, faxing, laminating etc.
* Reporting premises faults, damages, incidents and other occurrences to the school Premises as appropriate including following up on and taking steps to ensure the faults are resolved in a timely manner.
* Reporting equipment faults e.g. printer and photocopier, laminator, water cooler, noticeboard screens, telephone and fax system etc. and other equipment to relevant companies which whom the school has service and maintenance agreements, including following up on and taking steps to ensure the faults are resolved in a timely manner.
* Monitoring school stock levels and making stock orders.
* Receiving and checking stock orders by matching Delivery Notes with Purchase Orders and informing the FAO of any discrepancies including chasing up missing items, returning damaged items etc.
* Assisting in generating statutory and non-statutory reports and returns to the Local Authority and government as required, in a timely manner, meeting deadlines.
* Ensuring that reasons for pupil absence are obtained and recorded each morning and afternoon and filing pupil attendance records confidentially and accurately.
* To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by Seva Special School as outlined in the school’s Safeguarding Policy.

**SKILLS, EXPERIENCE AND ATTRIBUTES REQUIRED:**

* Strong Education.
* Experience within a similar role is desirable
* A high degree of interpersonal skills utilizing these to build trust and confidence.
* Excellent computer literacy skills, particularly with the Microsoft Office suite of programs.
* Have experience of working with SIIMS.
* Ability to pick out key information and report it in a timely manner using appropriate means of communication.
* Ability to build strong working relationships across all levels.
* Professional and discreet. Strong work ethic.
* Well presented, friendly and personable.

**SAFEGUARDING CHILDREN AND ADULTS:**

Seva Care Group ensures all employees have a responsibility to support the School in its duties by:

* Attending mandatory training on Safeguarding children.
* Being familiar with individual and the School’s requirements under relevant legislation.
* Adhering to all relevant national and local policies, procedures, practice guidance and professional codes.
* Reporting any concerns to the appropriate authority.
* Whilst every effort has been taken to explain the duties and responsibilities of the post, certain individual tasks may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake any task of a similar level that is not specified in the job description.

**Note:** No job description can be considered complete and this job description will be subject to review and may be amended following consultation to reflect any changes that may occur and to meet the needs of the Company.