|  |
| --- |
| Harmony Primary School – School Administrator  Job Description |

|  |  |
| --- | --- |
| Post Title: | School Administrator |
| Responsible to: | **The** Headteacher and Governing Body |
| Status: | Permanent /Full time and Part-Time (Part-time 0.5 Term-time only). |
| Pay | Competitive |

**Our Mission**

At Harmony Primary School our children lay down strong academic roots as they enjoy a rich and balanced curriculum that nurtures their abilities. It is our mission to bring out the best in each individual striving for excellence on a daily basis. We work together with parents, professionals and educators to cultivate an inspiring learning experience in an Islamic environment.

**About us**

Harmony Primary School is an association of Parents, Professionals and Educationalists working together to return the benefits of our experience in the UK to the communities we grew up in. With a passion for core Islamic Values and a desire to empower the next generation we set about establishing an inspiring new school preparing our children for life in Modern Britain.

*This job description is not a comprehensive definition of the post; duties may vary within this framework in line with its general character and level of responsibility entailed.*

Main duties and responsibilities

The post holder will be responsible to the Head for the efficient supervision of pupils assigned to him/her. Particular responsibilities include the following:

1. Departmental policy, administration and resources
2. Be conversant with departmental aims and objectives as provided by the Head of Department.
3. Contribute as required in departmental administration and policy-making.
4. Manage efficiently, and take good care of, departmental resources that are entrusted to their care, reporting any losses or damage to the Head of Department.
5. Administrative & Support Responsibilities
6. Record daily Pupil and Staff attendance
7. Process pupil admissions in accordance with admissions policy
8. Maintain pupil database, amend/update records on the system, print reports such as attendance etc.
9. Undertake such other duties as directed and required from time to time.
10. Offer helpful, friendly, approachable and professional service at all times and take appropriate action on own initiative, resolving minor matters, referring more serious matters to appropriate member of staff
11. Provide staff and senior management with administrative support and information as required and attend relevant meetings when required.
12. Promote sound standards of punctuality, discipline and work ethic within the school and referring difficult cases to the Head of Department as appropriate.
13. Departmental meetings & professional development
14. Attend departmental meetings, making an appropriate contribution.
15. Attempt to maintain a close awareness of developments within the school, by participating in departmental initiatives and by personal initiative.
16. Participate as required in the school's appraisal system.
17. Engage in personal professional development by attending any relevant courses and meetings as agreed with the Head of Department.
18. General Responsibilities
19. Maintain good order and discipline and safeguard pupil health and safety both on the school campus and on organised events outside school.
20. Attend, and participate in as required, general school functions, meetings, cultural and social events, including those held out of school hours during term time.
21. Carry out, in an efficient manner, a share of routine duties in accordance with published rotas.
22. Share in the efficient running of extra-curricular activities, as agreed with the Head Teacher.
23. Assist in the promotion of the school's reputation, and in marketing activities as required.
24. Carry out any additional task reasonably required by the Head Teacher.
25. Maintain a high level of confidentiality and professional conduct at all time.

*Our school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. The successful applicant will be subject to satisfactory Enhanced DBS clearance and all pre-employment safeguarding checks and will need to include satisfactory references.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Person Specification** | | | |
| **Criteria** | **Essential** | **Desirable** | **How Identified** |
| |  | | --- | | **QUALIFICATIONS & TRAINING** | | * Qualified to GCSE level with an achievement of grades B or above in core subject disciplines, or equivalent. | |  | | --- | |  |  * Educated to degree level or equivalent. | Application |
| |  | | --- | | **EXPERIENCE** | |  | | |  | | --- | | * Experience of providing administrative support | |  | | |  | | --- | |  |  * Experience of working in school administration | Application  Interview |
| |  | | --- | | **KNOWLEDGE & UNDERSTANDING** | | |  | | --- | | * Good knowledge of sound administrative practices * Knowledge of word processing * A good level of understanding in Microsoft Word and Excel | | |  | | --- | |  | | Application  Interview  Test |
| |  | | --- | | **SKILLS AND ABILITIES** | |  | | |  | | --- | | * Good level of organisational and communication skills * Ability to work collaboratively as a member of a team * Proficient in the use of Microsoft Word, Excel and PowerPoint * Good level of IT skills | | |  | | --- | | * Interest in developing innovative practice to improve learning and/or processes | | Interview  References |
| |  | | --- | | **PERSONAL QUALITIES** | | |  | | --- | | * Self-motivated, adaptable and committed to achieving high standards with an eye for detail. * Commitment to equality and inclusion * Enthusiasm and commitment to the ethos and aims of our school * Proactive in and commitment to the process of continuous review and improvement * Commitment to maintaining confidentiality at all times * Commitment to safeguarding and supporting vulnerable pupils | |  | Interview |