

Job Description: School Administrator

SALARY:	£20,200 – £28,246 per annum
HOURS:	Monday to Friday 8.30am to 5.00pm.
BENEFITS:	Employers pension contribution - 3, 4 or 5% matching equivalent employee contribution. Available after 3 months in post. Season ticket or bicycle purchase loan scheme. Childcare voucher scheme.
HOLIDAYS:	25 days per annum, to be taken during school holidays, plus bank holidays
REPORTS TO:	PA to Heads of School
LOCATION:	Tram House School, 520 Garratt Lane, London SW17 0NY. You may also be occasionally required to work at our other sites.
PROBATIONARY PERIOD:	6 months

JOB SUMMARY

- Providing professional, efficient and effective administrative support to BeyondAutism.
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The Opportunity

BeyondAutism is a charity which aims to enrich the lives of children and young people with autism, as well as the lives of their families, through positive educational experiences. The charity runs two independent special needs schools, one for primary aged pupils and one for secondary and sixth form pupils up to age 19. The charity is seeking to hire a self motivated and energetic Administrator to work with management to support the activities of the school. The ideal candidate will possess a wide range of skills and be interested in playing a key role within a small and committed team, supporting the staff and the school's activities.

Skills Required

- Communication and people skills: Often being the first person of contact, the Administrator will need to possess excellent communication skills. The image of the school relies heavily on the ability of the Administrator to communicate effectively and sympathetically with a wide variety of people including Parents, Staff and Supporters.

- Time management skills: The Administrator will need to possess excellent time management and organisational skills to be able to deal with a multitude of tasks and a range of priorities.
- Information Technology skills: The Administrator will need strong IT skills and be competent in the use of most Microsoft Office applications including Outlook, Word and Excel. A working knowledge of PowerPoint and Publisher would also be helpful.
- Problem solving skills: The Administrator will need to be practical, unflappable and able to use their initiative.

MAIN DUTIES AND RESPONSIBILITIES

School Management

- To support the Heads of School and Senior Leadership Team in the day-to-day running of the school.
- In addition to essential school administration responsibilities, the Administrator may often be required to welcome parents and visitors, answer questions, deal with problems or direct them to staff, as appropriate.

Administration Responsibilities

- To manage reception which includes receiving and monitoring calls, collections/deliveries, escorts/visitors, scanning, filing, answering the door, distributing and mailing post, suspending deliveries at the end of term and be responsible for the answering telephone queries.
- Update & maintain the school's outlook diary & address book.
- Maintain office equipment and arrange for any necessary repairs.
- To coordinate annual reviews, EHCP meetings and associated paperwork for all pupils.
- Provide secretarial support to the Senior Leadership Team.
- Line-managing the Cleaning Manager and Lunchtime Supervisors
- To be aware of the requirements of Clerk to Governing Body and to cover any absences as needed.
- You may be required to assist the Heads of School with:
 - Coordinating the school management information systems including SchoolPod and CASPA.

- Inputting pupil data into management information systems
- Analysing data and producing appropriate reports
- Coordinating all inquiries, visits and applications for places at BeyondAutism
- Preparing all Local Authority correspondence in relation to admissions
- Getting all correspondence approved before it is submitted to Local Authority
- Passing Local Authority inquiries to the Head of School, PA to the Heads of School or Finance as necessary

Facilities Management

- Book facilities for weekly activities including swimming and Wandsworth Community Transport. Keep them informed of term dates and notify any changes.
- Liaise with Site Managers regarding general maintenance in conjunction with PA to the Heads of School.

School Administration

- Co-ordinate school trips and outings including venue research, booking, arranging transport and ensuring consent forms are issued and returned.
- Research, order and distribute school supplies, stationery, education supplies, equipment, first aid supplies, etc. and ensure stocks are sufficient.
- Liaise with the School Receptionist and PA to the Heads of School to ensure opportunities for bulk ordering and cost saving are maximised.
- Co-ordinate/witness administration of students' medicine and ensure everything is thoroughly documented

Working with Parents

- Arrange, co-ordinate and manage parent/teacher evenings and other school events.
- Liaise with parents and pass parent enquires to the appropriate staff member.
- Issue annual consent and record forms, and other general information, forms and memos.
- Draft letters to parents as directed.
- Ensure records are kept up to date.
- Order uniforms when necessary and maintain spare clothing supplies.

Working with Pupils

- Prepare and update school records and consent documentation.
- Undertake training to become a Qualified First-Aider.
- Manage the care of pupils who are ill at school and liaise with parents.
- Notify transport departments of term dates and maintain transport records

General Responsibilities

- To understand, adhere to and actively implement all the policies and procedures of BeyondAutism.
- To operate and comply with the provisions of the Data Protection Act 1998, GDPR and relevant BeyondAutism policies during the course of undertaking the role.
- To safeguard children at all times.
- To undertake training as required.
- To undertake additional tasks as directed by the Head of School and PA to the Heads of School.

Additional Training Provided

Over and above general on-the-job training the successful applicant will also be required to train for the following key roles and areas of responsibility:

- ABA in-house basic training
- First Aid Officer
- Fire Officer