

Post title	School Administrator (30 hours, 8:30-3:30), Term time plus 3 weeks
Responsible to	Senior Administrator
Salary range	LPT 4

Role outline

Surrey Maths School (SuMS) is seeking to appoint a professional and reliable school administrator. As a brand-new school, we are in a phase of growth and development. This role will suit someone excited to be part of a new keep, happy to take on a wide variety of duties, and looking to develop their own skills as the role develops over the next couple of years.

Responsibilities

Front of house

- Welcome all visitors, ensuring they follow the correct procedures for signing in and out, ensuring that they are aware of the procedures in the event of a fire and of our safeguarding processes.
- Oversee any room diaries/booking processes for staff and visitors.
- Receive and handle telephone calls, face-to-face and email enquiries in a professional manner.
- Monitor the school's main email account, managing responses or forwarding emails as appropriate.
- Take messages for staff and students as needed.
- Liaise with school staff and other stakeholders such in a highly professional manner, representing the high standards of the school.
- Receive and sort deliveries and mail in accordance with school processes.
- Ensure exam materials are logged and stored as directed by the Examinations Officer.

Attendance management

- Manage the morning and afternoon registers to support attendance and ensure the safety of students.
- Liaise with parents and carers when a student is not in school, and no absence has been reported.
- Ensure any students arriving late or leaving early follow the correct signing in/out procedures.

First Aid & Safeguarding

- Hold and maintain a First Aider at Work qualification (training will be provided by the school).
- Provide First Aid and administration of medicines as required by the school's policy.
- Be aware of the school's emergency procedures and the role of the school administrator in the event of an emergency.
- Check stock levels in all first aid kits, replacing when necessary.
- Be aware of and comply with all policies relating to child protection, equal opportunities, health and safety and data protection.

IT and data

- Support the maintenance and updating of the School's Information Management System (full training will be provided).

Marketing and Comms

- Support the senior administrator in the promotion and marketing of the school through the website and social media channels.
- Assist SLT with marketing campaigns to support student recruitment (such as online events and open days).
- Support the senior administrator in updating the school's website.

General

- Manage any communications with parents via school's systems.

- b. Manage lost property.
- c. Support with school trip administration.
- d. Provide administrative and reprographic support to SLT and other staff as needed.
- e. Set up and oversee the booking processes for Parents' Evening, liaising with staff, parents, and carers.
- f. Be committed to professional development and appraisal, undertaking training, INSET participation in the school and across the Trust.
- g. All SuMS employees are expected to undertake any other reasonable duties expected of them, commensurate with their grade and as directed by their line manager.

Person Specification These will be assessed through the application form, the interview process, and references.	Essential	Desirable
Education/qualification and training		
Good standard of general education	X	
Experience		
Relevant experience in a customer facing role	X	
Relevant experience of administrative/PA work in a busy environment		X
Relevant experience of using databases/administrative systems		X
Recent experience of working with young people		X
Knowledge and Skills		
Exceptional interpersonal and communication skills	X	
Ability to communicate clearly and sensitively with young people and adults	X	
Proficient in the use of Microsoft Office	X	
Well organised and able to manage and prioritise a diverse workload meeting deadlines	X	
Excellent ability to use initiative and respond to changing situations and commitments	X	
Strong attention to detail	X	
Personal qualities		
Commitment to the vision, mission, and values of SuMS	X	
An enthusiastic and positive approach	X	
Capacity to take the initiative and to innovate	X	
Ability to work constructively with others both inside and outside of the school	X	
Commitment to promoting justice, equity, diversity, and inclusion	X	
Other requirements		
Capacity to work on 2 or 3 Saturdays per academic year		X

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

The job description above should be read in conjunction with the details laid out in the school information pack. Whilst every effort has been taken to explain the core responsibilities of the role, it is impossible to list all individual tasks in the context of a brand-new school.

As the post-holder and school both develop, there will inevitably be some changes to the duties for which the post is responsible. This is the nature of an expanding school and part of what is exciting about the project, so we hope that the post-holder would be happy to adopt a flexible approach to work. Any necessary training and support will be provided by the school.