



School Administrator

Responsible to: Head Teacher

Hours: Full time, Monday to Friday 8:30am until 3:30pm (35 hours per week)

The job: To provide clerical, general and financial administrative support to the school.

Safeguarding requirement: Unique Academy (UA) is committed to safeguarding and promoting the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

Main duties

1. Undertake reception duties including response to telephone and personal enquiries.
2. Assist with pupil welfare matters, including contacting parents and staff.
3. Provide clerical support, this to include photocopying, filing, email and answering routine correspondence.
4. Maintain manual and computerised records.
5. Undertake typing and word-processing and take notes of meetings, such as staff meetings or trainings.
6. Arrange admission meetings and tours and email acceptance letters, welcome packs and invoices in a timely manner
7. Input pupil and parent data onto appropriate software such as Target tracker, Curriculum Maestro, Google Contacts etc
8. Undertake Paediatric and First Aid training in order to act as the first point of call for First Aid and Medical emergencies, as well as maintaining and administering of medicines in line with the schools policies and procedures
9. Carry out and maintaining HR Staff files – including advertising, photocopying new candidate documents, entering data into the Single Central Record, carrying out DBS checks and ensuring all safer recruitment documents have been completed and records are maintained.
10. Undertake the role and responsibilities of Health and Safety Officer and Fire Safety Officer in the school, as set out in the Health and Safety and Fire and Emergency related policies and procedures.
11. To undertake Food hygiene training and leading in ordering and distributing daily milk, liaising with school catering companies and leading in warming up school lunches when they arrive.
12. Lead in coordinating and organising school events such as fundraising events, fun days, sports days, coffee mornings, parents coffee mornings, fathers events
13. Carry out financial (invoicing and chasing unpaid student fees) and administrative tasks, including the administration of school lettings, processing work and equipment order, maintaining and collating pupil records.
14. Undertake marketing, advertising and social media activities to raise the profile of the school to increase uptake (admissions) and profitability, working with our technical support team
15. Complete and submit statutory and other data to senior leadership team, trustees, the Department for Education (DFE), Ofsted, LEA (Hounslow Council) and other external agencies, as required.

This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the Headteacher. The post holder is also expected to be flexible and adaptable in their approach to fulfilling their duties.

Person specification

Essential criteria

1. Experience of clerical and administrative work.
2. Good numeracy and literacy skills.
3. Ability to use standard office software
4. Ability to work in a team
5. Understanding of the needs of children.
6. Good organisational skills
7. Good communication skills

Desirable criteria

1. Current First Aid at Work/Paediatric First Aid Training qualification.
2. Safeguarding training
3. Evidence of accredited learning relevant to the post (at NVQ3 level) is desirable

This post is exempt from the Rehabilitation of Offenders Act (1974) and does require an enhanced Disclosure and Barring Service Check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.