



Job Description & Person Specification

School Administrator

Line Manager: Director of Finance and Operations

Responsibilities

- Maintain/amend personal student details on school's database
- In-year admissions administrator: respond to enquiries in a timely manner; collate information to and from existing schools; conduct school tours for prospective students and their families, ensuring a smooth induction; monitor and review school roll and inform Local Authority of new admissions / leavers and waiting lists
- Administrator for ParentPay, an on-line payment service, interacting with the provider, parents, staff and The Finance Department
- Day to day administration of students' cashless catering accounts
- Collaborate with teachers and staff to plan and organise an annual Enrichment Week for KS3 students
- Assist teachers with trips using Evolve (Bucks County Council online trip planner), distribute authorised trip forms to relevant parties, send out letters to parents, create online payments via ParentPay, collect and record income, consent forms, passports and GHICs, liaise with The Finance Department, chase any outstanding payments and create a final trip pack for staff with all the relevant information prior to departure
- Support teachers by sending out correspondence to parents via email, amend students' timetables, produce ad hoc reports for teaching staff and subject leaders
- Submit Free School Meal applications to Bucks County Council (BCC) for eligibility checking, inform parents of status on a confidential basis, run regular audits and consolidate data from BCC with in-house systems, assist vulnerable families in redeeming government funded food vouchers throughout school holidays
- Organise school photographer at the start of each academic year, create a timetable for year group photographs and liaise with parents with any after sales queries
- Manage Net2 software to assign site access for staff and visitors
- Report any damaged lockers to our supplier, assist students if keys are lost/unable to gain entry to locker etc.
- Provide relief cover for Reception when required

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none">• A good general education with GCSE English Grade 4 (C) or above (or equivalent)
Experience	<ul style="list-style-type: none">• Previous experience of working in an administration or similar role in a school is desirable but not essential• Experience of co-ordinating trips (desirable)
Skills and knowledge	<ul style="list-style-type: none">• Excellent IT skills including experience of working with databases and confident in using all MS Office programmes• Understanding of school MIS (Desirable)• Excellent organisational skills.
Personal qualities	<ul style="list-style-type: none">• Excellent interpersonal skills and the ability to communicate confidently with parents, pupils, and colleagues• Team player with a desire to produce work to a high standard• Flexible and a pro-active approach• Friendly and efficient telephone manner• Strong attention to detail• Excellent time management and an ability to work under pressure and to deadlines

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. It is also expected that the role will develop, working to specific strengths of the successful candidate. The College will endeavor to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.