



Job Description Sandroyd

Title: School Administrator

Responsible to: Deputy Head (Academic), and Bursar

Working with: School Secretary, Headmaster, Teachers, Bursary.

Aims of Post: Lead the Academic Administration across the school and supporting the HR Team.

JOB DESCRIPTION

This is a key post in providing administrative support to both the Deputy Head (Academic) and the Bursar. Additional responsibilities include providing cover for the school secretary in the main school office.

The specific areas of responsibility are as follows:

Support for the Deputy Head (Academic)

- Set up and timetable the Senior School References
- Work with the Headmaster to ensure the Senior School References are delivered on time
- Timetable ISEB tests
- Log Senior School Assessment Days
- Timetable practice interviews for Senior School Assessment
- Receive and administer exam papers.
- Organise exam logistics both internal and external.
- Liaise with teaching staff to receive information and provide advice as necessary on all aspects of examinations as necessary.
- Prepare each day's exam requirements and envelopes for posting to examiners.
- Despatch external exam papers (such as Common Entrance papers) to schools as required.

Support for the Bursary

- Undertake statutory recruitment checks on new staff (to include arranging for DBS checks and seeking of reference)
- Place job adverts with media
- Liaise with applicants for school jobs

Support for the School Office

- Provide relief cover for the school secretary and be the first contact / front line in receiving visitors, staff and pupils to the school

- Assist parents visiting the School with any queries or concerns
- Answer telephone to main School Office
- Pass on messages as required and advise callers seeking information relating to school activities and the school day

TERMS AND CONDITIONS OF THE POST

1. From £10.50 per hour, dependent on experience.
2. There is some flexibility with the hours, but ideally:
 - 25 hours a week
 - 6 weeks holiday a year, plus all bank holidays
 - Hours to be agreed with the Headmaster / Bursar.
3. Meals provided during working hours during term time.
4. Eligibility to join the school's Group Personal Pension Plan, (Standard Life, or of any scheme set up in place of it.) The Employer shall contribute an amount equal to 5% of the fixed salary subject to the member of staff contributing a minimum of 3%.

PERSON SPECIFICATION

ESSENTIAL

Experience of office administration
 Experience of working as part of a team
 Microsoft Office and Google Docs computer skills (as a user)

DESIRABLE

Understanding of a School Environment, or experience of working in a school

PERSONAL QUALITIES

The ability to work within a busy team
 Hard working
 Conscientious
 Reliable
 Sense of responsibility
 Good sense of humour
 Good eye for detail

SAFEGUARDING

Sandroyd is committed to safeguarding and promoting the welfare of children. This post involves contact with children and is classed as "regulated activity" by the UK government. As such, a number of mandated pre-employment checks (including an enhanced DBS check) will be undertaken to ensure that the successful candidate is suitable for work with children. Additionally, suitability for work with children will be assessed by taking up appropriate references and at interview. Finally, candidates should be aware that this the post is exempt

from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.