Role Profile: School Administrator
Akeley Wood School

Purpose

To provide administrative support to the Head Teacher (Whole School) and Heads of School to ensure the smooth running of the school on a day to day basis. The role supports the general administrative functions of the school, in collaboration with other members of the administration team, with a focus on areas related to pupil administration, including areas of administrative compliance around pupil records, parent liaison and administrative support around operations and events.

Key Accountabilities

School Administration

Support the smooth operation of the school on a day to day basis ensuring information is shared with all stakeholders as appropriate in an accurate and in a timely manner.

Parent Liaison

Deal proactively with all communications between parents and the Head teacher and Head of School/s in an efficient professional and confidential manner, including written and verbal communications and giving administrative support to parent facing processes.

Record Keeping and Pupil Administrative Compliance

Maintenance of physical and electronic pupil records.

Assisting the SENDCO in the co-ordination and administration of exam access arrangements.

Accurate maintenance of all internal pupil files in line with regulations including updating both physical records and electronic databases and producing reports and sharing accurate and complete information at both individual and school level for pupil transfers and the school census process.

Events Support and Administration

Supporting the Head Teacher / Head of School/s with any other administrative duties which may be required and with school events and functions such as open days and Inset days as required by the Head Teacher / Head of school/s.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures, and code of conduct.
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing.
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy.

Person Specification

	Essential	Desirable
Skills	• Excellent written and verbal communications skills, with the ability to construct and adapt appropriate communications to stakeholders and customers • IT skills including working knowledge of Microsoft Office, Excel. • Strong administration and organisational skills with accurate and meticulous attention to detail. • Is confident, articulate and has clear communication skills and able to relate with stakeholders and customers. • Excellent interpersonal skills including the ability to relate well to people on all levels • Numerically and grammatically accurate. • Ability to work agilely and remain calm under pressure and when working to tight deadlines. • Note taking skills	
Experience	• Experience with data processing and compliance. including working with data entry platforms such as SIMS. • Experience of working in an agile way with time sensitive deadlines. • Understanding of ICT as an education enabler. • Experienced in to resolve conflicts in a sensitive manner, to encourage and motivate.	• Familiar with UK-GDPR Requirements. • Knowledge of the current statutory SEND requirements including exam access arrangements; regulatory guidance such as JCQ.
Other	• Exemplary levels of confidentiality and professionalism.	

Key Stakeholders:

Internal
- Principal and Heads of Schools
- School SENDCo
- Administration and Facilities Team
- Other internal Employees such as Teachers and Cognita School Support
- Pupils

External
- Parents
- External Agencies
- Examination boards

Signed……………………………………………………………….

Date……………………………………………………………….