



Job Description

Job Title:	School Office Administrator
Department:	School Office
Responsible to:	School Office Manager
Salary:	Competitive + Benefits
Last reviewed:	July 2022

Job Outline and Purpose:

Haileybury is an outstanding British independent co-educational boarding school, offering modern boarding and day provision for 900 boys and girls aged 11-18. Established in 1862, we are situated on a glorious and historic 500-acre campus in Hertfordshire, just 20 miles north of London.

The School Office Administrator will join a growing administration team that provides school wide administrative support.

The nature of a 24 hour a day, 7 days per week boarding school requires staff to work flexibly and as the School is used by pupils at weekends, which are also the times most parents visit the School, there may be a requirement for the job holder to work early mornings, evenings and weekends.

Duties:

The role of the School Office Administrator will be a varied one, as the focus of the tasks may change as necessary. The School Office manages pupil record keeping, school calendars and room bookings, formal and group communication both with our parent community and internally, pupil attendance, reprographics and ordering of stationery, text-books and online text-books.

Each of these areas has a different focus but interrelates with the other tasks within the School Office and of course, other departments across the School. Tasks could therefore include:

- Answering telephone calls and monitoring the School Office mailbox, distributing work to other team members as required
- Managing reprographics requests from departments across the School, managing paper and ink stock, prioritising and meeting deadlines
- Purchasing, distribution and stock management for stationery requests across the School
- Physical and online text book requests
- Managing room bookings and school calendars
- Pupil record keeping and data integrity

- Sending of group communications to various pupil/parent/contact cohorts
- Pupil attendance administration and reporting
- Administrative support for various events such as welcome day, induction days and inset days

It should be noted that this job description identifies the current principal duties of the post; it does not detail every task to be undertaken. The post-holder will be required to undertake any duties as required by the School Office Manager, which fall within their capabilities or the requirements of the School.

Person Specification

Experience

- Proven experience in an administrative role
- Excellent proactive communication skills, with the ability to build and maintain good working relationships
- Strong IT skills ideally including experience of working with databases, spreadsheets and calendar management
- Ideally with experience of working within the education sector

Skills

The candidate should:

- be proficient in technology; able to choose the most appropriate software for the task
- be well organised with the ability to prioritise work to deadlines and under pressure
- have excellent written English skills and an eye for detail
- be a clear and accurate communicator
- work well as a team player, willing to get involved as much as possible to meet demands
- take initiative to investigate matters which are not immediately obvious
- demonstrate the ability to understand and operate within a school environment
- have the ability to work in a way that promotes the safety and wellbeing of children and young people
- be able to maintain confidentiality with tact, diplomacy and discretion
- be flexible with the ability to adapt to changes to work schedules
- be numerate and literate
- be confident, self-motivated and proactive
- be enthusiastic with the ability to learn
- be honest, polite, reliable, resourceful, flexible, punctual and committed

Qualifications

- A good standard of education
- Safeguarding level 1 certificate desirable (the successful applicant will be required to complete this course as a minimum requirement at the start of the employment)

Child Protection at Haileybury

In addition to their job description, the job holder should be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons who they may come into contact with whilst at Haileybury.

Health & Safety at Haileybury

Under the Health and Safety at Work etc. Act 1974 and associated legislation, colleagues at Haileybury are expected to comply with health and safety requirements at all times, including but not limited to Risk Assessments, COSHH, PPE, Manual Handling and to follow Haileybury policies and procedures. Specifically, colleagues must continuously carry out all duties in a manner, which endangers neither themselves nor others. If you consider something is unsafe or likely to cause injury or ill health, you must rectify it if safe to do so, or report it to your immediate manager or the Health and Safety Manager.

Data Protection at Haileybury

The School will comply with its obligations under the prevailing data protection legislation when processing your personal data. For further detail in this regard you should refer to the School's Data Protection Policy and the Staff Privacy Notice which can be found on the website <https://www.haileybury.com/privacy-notice>