

## **Job Description**

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|-----------------------|----------------------------------------------------------------------------------------------|
| <b>Job title:</b>     | Senior Office Administrator                                                                  |
| <b>Reports to:</b>    | Head Teacher                                                                                 |
| <b>Working time:</b>  | 20 hours per week, Monday to Friday (12:30 to 16:30)                                         |
| <b>Working weeks:</b> | Term time (36 weeks) plus one additional week (20 hours, to support the end-of-term reports) |

### **Purpose of Job:**

To provide administration support to the St David's School office, under the direction of the Head Teacher and SLT.

### **Main duties and responsibilities:**

#### **Policies**

- Inform staff as and when policies are due to be reviewed and follow up if not returned.
- Liaise with staff at RR to ensure Trust policies are reviewed in timely manner.
- Work with Deputy Head to update policies throughout the year as amended by staff.
- Take minutes of Governor Policy Meetings
- Send updated policies to Website Co-ordinator to ensure website is kept up to date at all times.
- Upload regulatory policies to ISI website.
- Update policies in SharePoint area.
- Keep Master List up to date at all times.
- Liaising with Governors or relevant Committee at RR (with Headteacher).
- Understand the Risk Register and support staff in keeping this up to date.
- Co-ordinate the updating of Risk Assessments at the start of the academic year and one-off risk assessments when needed.

#### **HR**

- Assistance with recruitment of new members of staff, to include: drafting of adverts and recruitment packs, interview arrangements and ID and pre-employment checks, in line with Safer Recruitment procedures.
- Liaison with all outside agencies/contractors/clubs to ensure all necessary safeguarding checks are in place.
- Maintenance of the Single Central Record (SCR).
- Preparation of induction packs and processes for all new staff members, VMTs and third-party contractors, ensuring completion by all.
- Maintain record of all staff training, including safeguarding and policy acceptance.
- Ensure all staff training is up to date.

#### **Reports**

- Set up and maintain report templates at the end of every term (liaising with Deputy Head and SLT).
- Input test results and children's ages on each child's report.
- Proofread each child's report and file where necessary. Additional hours may be necessary (at the end of each term).
- Prepare, print and send pupils reports as required.

### **ISI Compliance and Inspections**

- Ensure all compliance and other required documentation is maintained, year round, and uploaded to the ISI portal in liaison with the Deputy Head. Liaise with staff to source this information.
- Take minutes of inspection report and type up prior to final report from ISI.

### **Master lists – ensure the following are kept up to date:**

- Staff List
- Staff Email List
- Organisation Chart
- Staff Fire Evacuation Register
- Staff Addresses/Mobile Numbers
- Medical Conditions/Emergency contacts for staff
- Birthdays
- Staff Ethnicity
- Emergency Telephone Tree
- Update sign-in sign-out board
- Contact details in the Emergency Action Plan

### **General responsibilities**

- Support the day-to-day running of the office and be flexible in providing assistance.
- Ensure the safety and well-being of children and young people at the School by adhering to and always complying with the School's Safeguarding and Child Protection Policy.
- Always display correct staff identification whilst on site.
- Attend training and staff INSET sessions organised by the School to provide a consistent approach across the entire School staff population.
- Always adhere to Health & Safety legislation, and all departmental policies and procedures, to ensure the safety of you and colleagues as well as pupils, staff and visitors.
- Carry out any other reasonable duties as requested by the Head Teacher and SLT.
- Attend the school Carol Concert, Summer Fair, End of Year Celebrations each year.
- Attend any Open Mornings.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job-holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.

*I acknowledge receipt of this job description dated September 2026 and agree to undertake the duties and responsibilities contained within it. I understand and accept that the contents of this job description may be varied at a later date to include other responsibilities of an equivalent level in line with my qualifications, skills and experience.*

*Signed:*

*(Name)*

*Dated:*

## **Person Specification**

### **Experience:**

- Proven administration experience in a professional environment.
- Previous experience in an educational setting (desirable).
- Experience of iSams is desirable but not essential.

### **Qualifications:**

- Good level of general education including GCSE Maths and English at Grade C or above, or equivalent.

### **Skills, knowledge, and abilities:**

- Proficient in Microsoft Office packages, especially Word, Excel, and Outlook with fast accurate typing skills (55 wpm) (training will be given on School MIS).
- High attention to detail.
- Good organisational skills with ability to multi-task.
- Excellent interpersonal and customer-facing skills with a warm, friendly, and professional manner, good written and verbal communication skills, able to foster good working relationships with all members of the School community (staff, pupils and parents/carers) either in person or on the phone.
- Able to work on own initiative to a high standard, to prioritise conflicting demands and to deadlines.
- Discreet and able to always maintain confidentiality.
- Ability to keep calm and to work under pressure when necessary.
- Pro-active, making suggestions for improvement and change.
- Demonstrates an understanding of the independent education sector, and effectively promotes the ethos of St David's School.

### **Other requirements:**

- Willing and flexible to assist with peaks in workloads.