



# The Avon Valley School and Performing Arts College

## Job Description Job Title: School Administrator

<b>Accountable to:</b>	Faculty Leaders	<b>Post type:</b>	Permanent
<b>Salary/Grade:</b>	Band F SCP 7 - 10	<b>Actual Salary</b>	£20,802.93 - £22,245.79
<b>Hours Of Work</b>	37 hours a week (8.00am – 4.00pm), 39 weeks per year. Term time only plus Teacher Training Days		
<b>Liaising with:</b>	Parents/carers, staff, visitors, students		

### Every member of staff is required to:

- Work towards and promote the vision, beliefs, aims and expectations of the school
- Support and contribute to the achievement of every child's outcomes
- Support and contribute to establishing and maintaining a culture of safeguarding all students and promote the welfare of children
- Undertake any necessary professional development activities to enhance personal development and performance
- Maintain high personal professional standards of attendance, punctuality, appearance, conduct and positive relations with students, parents and staff.

### Purpose of the role

- To provide efficient and effective administrative support to the faculty leaders and teaching staff in the social studies and MFL faculties
- To be the main point of contact for the school's reward programme and house competitions
- To provide administrative support to the DofE lead
- To provide administrative support to the careers lead with careers-related activities and events
- To deliver a professional and high-quality customer focussed service to the school, staff, visitors and parents/carers
- To respond to all queries, via telephone, in writing and face to face ensuring that, all enquiries or issues arising are dealt with in a prompt and professional manner, upholding the school's vision and values
- The role requires first class judgement, high levels of tact, discretion, initiative, personal organisation and great flexibility, as well as an ability to work to deadlines. The ability to maintain confidentiality is critical. Duties may need to be completed to tight deadlines or in the absence of detailed information, and the postholder will need a proactive approach

### Main Duties and Responsibilities

#### Faculty Administration:

The main purpose of the role is to provide a wide range of subject and student related administrative support to the social studies and MFL faculties.

The work of the faculty is extremely varied, supporting both the faculty leaders and the teaching staff, and providing a positive student experience to students at the school. The faculty administrator acts as the main point of contact for teaching staff, administrative staff and students associated with these subject areas.



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You must have a flexible approach to work whilst maintaining the ability to prioritise and meet challenging deadlines. The work is governed by established processes/procedures and is carried out without close supervision. Overall guidance and supervision will be from the faculty leaders.

As the faculty administrator, you will liaise with other administrative areas within the school to ensure compliance and consistency across the school.

## **Student Rewards Coordinator:**

You will provide administrative support to the Achievement Leaders responsible for student rewards and competitions.

- Providing administrative support for the school's rewards programme
- Adding all student achievement points / daily house points to school systems and organising printing of certificates
- Providing administrative support for the School's Awards Evening (printing of awards letters, ordering medals and awards and ensuring the shields are updated with students' names)
- Supporting the Head Boy/Girl and prefects' interview process, including letters to parents and students
- Assisting with the organisation for the School Prom. This will involve attending and supporting on the evening
- Supporting the arrangement and running of school competitions

## **Duke of Edinburgh Awards Administration (4 hours per week):**

You will provide administrative support to the Duke of Edinburgh lead.

- Dealing with correspondence with parents and students
- Organising of meetings.
- Assisting with the arrangement of DofE expeditions

## **Careers Administration:**

You will provide administrative support to the school's careers lead, as required.

## **Additional Admin duties:**

- Responsibility for ensuring display boards are in reception for parents' evenings, open evenings and other events happening in school
- Ensure the display boards around the school are up-to-date
- Production of the extra-curricular activities timetable
- Supervising the individual and year group photos
- Providing reception cover
- Providing first aid cover when required

This job description may be reviewed and be subject to amendment or modification after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

## **Safer Recruitment Statement:**

*We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post requires Enhanced Disclosure (DBS).*