

Job Title	Administrator to the Senior Management Team
Job Family	Reception and Administration with Head and SMT Support
Line Manager	Head
Key Stakeholders/Internal Customers	Prep Head, SMT
Hours	<u>Term Time</u> 7.30am to 4.30pm Monday to Friday <u>School Holidays</u> 8.00am to 2.00pm Monday to Friday Annual Holiday allowance for support staff plus closedown. Holidays to be taken out of term time.
Location	Repton Prep School
Benefits	Employer Pension Scheme, Sports Centre Membership (Repton)
Role Overview	
To provide efficient administrative support to the Head, SMT, Prep School and broader operations department as necessary. To support SMT with key aspects of the School's operational needs.	
School Administration Admin tasks to be done accurately, timely, to a high quality and in accordance with the latest regulations. Work allocated and prioritised efficiently within the team. SMT minutes and any other weekly meeting minutes required are accurate and succinct	Provide support for the key administrative processes within the School. • Communications with Parental Body, School and Governors on behalf of the SMT • Organisation of the admin support to the Head, SMT and Office • Efficient use of iSAMS: to find pupil information, registration of pupils support, send comms. • SOCS admin of School Calendar for each term/Calendar meetings. Add all School trips and events to calendar with correct details. • Oversee and run the termly calendar in conjunction with the Head • Support the SMT in the organisation and delivery of the annual appraisal cycle • To oversee the submission of Early Years Funding, in consultation with the Deputy Head Pre-Prep, Office Staff and Finance Team. • SOCS admin for Co-curricular activities. • Checking of website for accuracy/detail. • Event co-ordination admin for Speech Day, parent invites, book orders, Prize giving overview on Excel • Oversee and manage school events, liaising with support staff, premises and catering staff as appropriate, whilst working alongside the Deputy Heads and Head to ensure efficiency in key calendar events. • Oversee the logistics of all events run by staff and/or pupils, overseeing the organisation of all key school events, such as Prize Giving, Sports Days, House

	Music and Carol Services. • Liaise with school caterers for all school events and ensure excellent standards of catering provision across the school, ensuring effective communication with all. • Organise cover for the Prep school on a daily basis and circulate cover each morning • Support the process for recording and monitoring staff absence, in conjunction with HR and ensure that the Head is informed of staff absences • Populate the Prep Duty Rota and be responsible for edits over the academic year. • Take responsibility for creating the Room Booking spreadsheet for the Prep section of the school for the start of each academic year and make necessary edits and additions over the academic year. • Front Office and Reception Cover as when necessary and for one hour on Wednesday afternoon to cover office/sports trip returns. Saturday cover of office and Registration. (One in three Sat's term time only) to ensure Registration of pupils is complete on iSAMS and all pupils accounted for. • To support the Admissions Manager and SMT by offering prospective parent and interview candidate tours as required, and to offer administrative support as required in the absence of the Admissions Manager. • Minutes of meetings (All Staff weekly) • School Stationery orders throughout the year and annual exercise book purchase for Departments. • Photocopying/Scanning/Redacting as required. • Repton Swimming Administration – MS Forms for booking, breakfasts etc and billing. • Boarders travel arrangements for end of term. MS Forms.
HR/Finance Support	Flexible support for HR, recruitment, calling/emailing candidates, interview arrangements. Checking of ID documents, coordinating timings for interviews for Candidates, Staff and Head in School/Teams. Finance support where required, Amazon account purchases for staff on School Amazon account. School Caxton/Credit Card. Checking of invoices/authorising for payment/Billing
Other duties	Flexible Admin support. Be prepared to work over both sites if required. All such duties as the School may reasonably, from time to time, communicate either orally or in writing to you by your line manager or senior member of staff.

Person Specification

Relevant Prior Experience

Working knowledge and experience in:

Excel

Word/MS Office (Forms)

Outlook

One Note/Sharepoint/Teams

PowerPoint/Publisher

Adobe

Some relevant experience in a school environment/school database would be advantageous.

Candidate Profile

- High energy, can-do attitude, proactive approach
- Customer-focus and attitude, keen to support staff and pupils
- Confident verbal communicator, able to communicate effectively with staff, pupils and visitors
- Used to working at pace and managing a diverse and varied portfolio of work
- High levels of accuracy and attention to detail
- Confident and competent in the use of technology