

Job Title	Administrator
Job Family	Academic
Reports To	Head of Personalised Learning
Salary	£24,000 FTE (salary will then be pro-rated to reflect agreed hours)
Hours	Term Time plus an additional 5 days 16 hours per week
Location	Repton School
Benefits	Company Pension Scheme Sports Centre Membership Generous School Holidays
Role Overview	
Accountable for delivering excellent administrative support to the Personalised Learning Department and the wider Academic Team, enabling the delivery of an efficient and effective service to the Head of Personalised Learning and the wider Academic Team at the discretion of the Deputy Head, Academic.	
Role Outcomes	Key Performance Indicator(s)
Administration Administration tasks are completed accurately, in a timely fashion to a high standard	<ul style="list-style-type: none"> • Assist with drafting and sending communications to pupils, staff, parents and key stakeholders. • Creation and distribution of materials within design guidelines. • Maintain clear, effective and up to date electronic filing systems. • Screening of calls and emails as and when required. • Creation of schedules/rotas. • Arranging pupil assessments. • Flexibility and resourcefulness to work at pace and with some flexibility to support a boarding school environment. • Diary management. • Use of iSAMS (information management system).
Communications Positive communications and relationships with colleagues, parents, pupils and stakeholders	<ul style="list-style-type: none"> • Strong communication skills are required as the postholder will be an important point of contact for parents, guardians, pupils, staff and other key stakeholders. • Communicating effectively, both verbally and in writing. • The ability to develop effective and supporting relationships with colleagues, internally and externally, both in terms of social interaction and positive support within the school. • Confident interaction with colleagues, members of the extended School community, parents, pupils and visitors.
Other	<ul style="list-style-type: none"> • Flexible administration support.

	<ul style="list-style-type: none"> Any such duties as the School may require from time to time.
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Candidate Profile

Skills & Experience

- Experience of working in an administrative capacity
- Excellent IT, customer service and organisational skills
- Understanding of GDPR and the ability to maintain confidentiality and trust at all times
- High standard of presentation and accuracy in work produced
- Ability to work on own initiative, managing workload effectively – to monitor, follow-up and finalise tasks, prioritising where necessary.
- Strong technical skills, knowledge of MS Office, MS Teams and ability to use and extract data from the School's management information system (iSAMS).
- Ability to work well in pressurised situations, producing work quickly and accurately
- Good general education – A level or equivalent experience
- Qualifications in Secretarial and/or Business Administration would be an advantage
- Smart, professional and presentable appearance.
- You'll have excellent interpersonal skills and are able to engage all employees and stakeholders and project confidence.
- We're looking for someone who is passionate about being part of a growing family of schools and playing a significant role in the next chapter of our success!

Person Profile

- Engaging, resilient, flexible, team player, 'hands on' and positive.
- Strong communicator, engaging to others in person and in writing – ability to flex style to audience.
- Able to maintain confidentiality, remains calm and professional under pressure
- Able to use initiative to deal with routine matters, is pro-active in finding solutions
- Works flexibly under pressure and to tight deadlines
- Excellent people skills
- Ability to work unsupervised.
- Demonstrate diplomacy, tact, discretion, sensitivity and confidentiality at all times

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment, therefore the following shall be deemed to be included, in addition to the duties that you may be required to perform:

Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

Under the Sexual Offences Act 2003 it is a criminal offence for a person over 18 (e.g. teacher, matron, sports coach) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if s/he does not teach the child. Moreover, whatever the age of the pupil, a sexual relationship between an employee and a pupil will be considered an abuse of a position of trust and gross misconduct, likely to result in dismissal.