



Noadswood

Fit for learning, fit for life

School Administrator

Contract

- Working weeks: Term time only, 39 working weeks
- Paid weeks: From 44.48 weeks depending on experience
- Hours : 22.5 hours per week over three to four days
- Daily working time: 08:30 to 16:00 (half hour lunch break) if working 3 days
- Salary scale: D grade
- DBS requirement: Enhanced DBS disclosure on appointment
- Responsible to: Business manager

n.b. actual hours and days negotiable (e.g. 4 shorter days may be possible)

Key duties include:

- Providing administrative support to the School Business Manager and other members of the senior leadership team
- Providing administrative support to the Exams Officer
- Managing systems for the administration of various business elements including Health and Safety, Marketing, Contracts, Policies, Data and HR
- Designing, preparing and presenting reports and statistical analysis
- Maintenance of paper and electronic filing system
- Providing administrative support within the school as required

Desirable skills and attributes:

- Excellent organisation skills
- Excellent ICT skills
- Excellent communication skills