



Christ Church Bentinck CE Primary School

We are all unique in the eyes of God and together we enjoy, aspire and achieve by showing respect, resilience, reconciliation and responsibility

The Parish School of St. Paul's Church, Marylebone

39, Cosway Street, London NW1 5NS

Tel: 02033514135 e-mail: office@ccbprimary.co.uk

website: www.ccbprimary.co.uk

Headteacher: Mrs Tyrrell

JOB DESCRIPTION 2024-2025

Administrator

JOB TITLE: Administrator

RESPONSIBLE TO: Head Teacher and LMT

LIAISON WITH: Teachers, support Staff, pupils, parents and external agencies

SALARY: Band 1 Step 6

HOURS: 08:30 - 17:00, including half hour break, two days per week (16 hours)

Christ Church Bentinck School is committed to creating a diverse workforce. We shall consider all qualified applicants for employment without regard to sex, race religion, belief, sexual orientation, age, disability, marriage or any other discriminatory act.

Ethos:

Promote and support the ethos of the school by achieving the aims and outcomes of the school expressed in the school's Vision statement

Job Description: Administrator

We are seeking a dynamic and organized individual to join our team as an Administrator. The primary responsibility of this role is to efficiently manage administrative tasks related to various stakeholders, contractors, and essential documentation. The ideal candidate will demonstrate exceptional communication skills, meticulous attention to detail, and the ability to multi-task in a fast-paced environment.

Key Responsibilities:

1. Communication:

- Provide formal responses to stakeholders, including teachers, parents, governors, and external agencies, ensuring timely and professional communication.
- Create and distribute the weekly newsletter, ensuring that it is informative, engaging, and reflects the school's values and activities.
- Facilitate communication between different stakeholders and coordinate meetings as necessary.

2. Premises:

- Coordinate with contractors for building maintenance, and oversee service level agreements



- Maintain and organize essential documents related to premises, including maintenance contracts, insurance policies, and compliance-related materials.
- Ensure adherence to relevant policies and procedures related to building maintenance and safety regulations.
- Control access to the school in line with the school's safeguarding procedures, including signing-in visitors, checking identification as necessary, issuing passes and notifying them of safeguarding and safety procedures; be alert to individuals on the school premises and report any concerns in line with the school's procedures

3. Administration:

- Respond to messages via the office and telephone system promptly and accurately and in a professional manner at all time: passing on information to relevant staff members as necessary
- Manage documentation related to training, HR inquiries, recruitment, procurement, and invoice processing.
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times including updating the SCR
- Keep abreast of updates in policies and procedures, implementing changes as necessary to ensure compliance and efficiency.

Other duties

- Undertake any additional duties as directed by the Headteacher
- Support with monitoring attendance and punctuality and dinner numbers
- Read and follow the relevant school policies
- Undertake training required to develop in the role
- Ensure all duties and responsibilities are undertaken under the school's ethos and in line with the school's health and safety policy
- Contribute to the safety of children and young people and protect them from harm
- Attend to children brought to the office with first aid issues and record in the accident Books
- Report serious incidents using the RIDDOR report



Person specification

criteria	qualities
Qualifications and training	<p>A degree level Education with good GCSEs in mathematics and English or An A-level in English and GCSE Mathematics</p> <p>Experience of using an Managed Information System (MIS) eg Arbor or equivalent</p>
Experience	<p>Carrying out administrative tasks</p> <p>Dealing with face-to-face and telephone interactions</p> <p>Working with a range of stakeholders including children or young people</p> <p>Working and collaborating within a team</p>
Skills and knowledge	<p>Excellent oral and written communications skills. The latter in the context of emails, formal letters and reports</p> <p>Ability to multi-task and respond quickly and effectively to issues that arise and multi-task</p> <p>Ability to plan, organize and prioritize to meet deadlines</p> <p>Ability to use own initiative and take action accordingly</p> <p>Excellent attention to detail</p> <p>Ability to use IT packages including word processing, spreadsheets and presentation software</p> <p>Ability to use relevant office equipment effectively</p> <p>Ability to build effective working relationships with colleagues</p> <p>Understanding of data protection and confidentiality</p> <p>Understanding of safeguarding</p>
Personal qualities	<p>Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</p> <p>Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</p> <p>Ability to work under pressure and prioritize effectively</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to safeguarding and equality</p> <p>Embraces change well</p> <p>Deals with difficult situations effectively</p>

