



Imberhorne School

Role Profile

Job Details

Job Title:	Key Stage Administrator
Salary/ Grade:	NJC Grade 5
Hours:	30 p.w TTO
Contract Type:	Permanent
Reporting to:	Admin Manager

Main purpose

The Key Stage Administrator will:

Provide timely and efficient support to the Senior Leadership Team (SLT) to aid the smooth running of the schools' systems and processes.

Respond to telephone and face-to-face enquiries efficiently and in a professional and supportive manner.

Work with the Admissions Officer to support the annual admissions process for the incoming year 7 students.

As directed by the Data and Cover Manager, provide administrative support, as required by the AHT for each Key Stage, to meet the statutory requirements for school suspensions and permanent exclusions

Duties and responsibilities

Operational

Key Stage 3

- Provide day to day administrative support, as required by the AHT, with a specific focus on those required for delivering education at Key Stage 3.
- Undertake all duties that are required to maintain accurate and timely information on the school Management Information System (MIS).
- To act as the initial point of contact for incoming phone calls, visitors, parents and pupils with a professional, helpful and friendly approach to build positive ongoing relationships.

Key Stage 3 & 4

- As directed, provide system and administrative support, to meet the statutory requirements for school suspensions and permanent exclusions
- Work with the Admissions Officer to support the annual admissions process for the in-coming year 7 students.
- Assist with the organisation of school events such as open evenings, parent consultations/ briefings and other ad-hoc events.

General

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.
- Uphold the highest levels of confidentiality, professionalism and integrity so that every engagement contributes to a positive outcome for students, parent/ carers, colleague and other professionals

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- At all times act in accordance with the schools Health and Safety policies, procedures and good practice guidance, following clear reporting lines and instructions.

Professional development

- Take personal responsibility to update knowledge and understanding by reflecting on own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
- Take part in the school's appraisal procedures.

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school.
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.
- Respect individual differences and cultural diversity.

Other areas of responsibility

- The post holder will be required to work outside of normal working hours to support school events, meetings and emergencies.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the individual will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Person Specification

Criteria	Qualities	Requirements
Qualifications and experience	Equivalent of GCSE A-C in English and Maths	Essential
	Experience of working in an education environment in an administrative or comparable capacity.	Essential
Skills and Knowledge	Excellent numeracy and literacy skills, and a demonstrable ability to apply these across a range of detailed work tasks that require accuracy and attention to detail.	Essential
	Good knowledge of data protection, confidentiality and the requirements of safeguarding and their practical application within a school environment	Essential
	Proficiency in using digital tools, packages and systems, identifying and utilising those considered to be the most efficient and effective for individual work tasks.	Essential
	Skills and knowledge required to set up, review and maintain effective administrative systems	Essential
Personal Qualities	Effective interpersonal skills that can be adapted based on the audience, coupled with an ability to manage difficult conversations and potential conflict.	Essential
	Able to work under pressure to organise and prioritise work to meet deadlines.	Essential
	Demonstrate a commitment to effective working relationships with a range of different agencies.	Essential
	Able to work flexibly and constructively both as part of a team and under own initiative, contributing to maintaining a positive and enabling environment.	Essential