



BERKHAMPSTEAD SCHOOL

Appointment of School Administrator – February 2022

THE ROLE

To undertake the day-to-day admin that is required within the School; be the main point of contact for parent (face-to-face, email and phone), responsible for parent communications, post (in and out), text messaging, maintaining information on parent portal and web site including school calendar, maintaining pupil database.

Taking instruction from the Headmaster's PA and School Management Team to ensure that all tasks are completed effectively and efficiently, meeting any deadlines which may be set.

MAIN RESPONSIBILITIES

- I. To assist in the day-to-day administration of the School including;
 - a. responding to absence and updating registers
 - b. responding to day-to day communications from parents via phone, email and letter
 - c. communicating with parents via the various messaging systems, text, email, parent app
 - d. maintaining information on the school web site and parent portal
 - e. maintain and communicate the school internal and external calendar
 - f. prepare correspondence on behalf of the staff
 - g. arrange purchases of school supplies eg. books
 - h. supply the bursary with parent billing information
 - i. support the staff in making bookings for trips and visits
 - j. complete various annual census
 - k. Filing and general secretarial duties
2. Offer a friendly and professional response to face to face, telephone and email communication.
3. Help maintain the cleanliness and organisation of the office environment.
4. Report to the Headmaster's PA and/or Management.
5. Adhere to all School policies and procedures and relevant regulatory requirements.
6. As a member of the staff team, contribute to and nurture a positive and professional working environment, role modeling adherence and commitment to the aims and ethos of Berkhampstead and its codes of conduct.
7. Maintain own knowledge in order to continue a high level of professional competence. Participate in professional development and training as reasonably required.
8. Undertake other professional duties that may be reasonably required e.g. staff meeting attendance, open days, events.
9. Undertake other reasonable duties or requests from time to time as requested by the Headmaster

These key tasks are not intended to be exhaustive, but they highlight a number of major tasks that the post-holder may be reasonably expected to undertake.

THE PERSON

We are looking to recruit a school administrator with appropriate qualifications or relevant experience. Excellent ICT skills and competency with other MS Office packages together with an exceptional attention to detail and accuracy are essential. The candidate must be highly organised, effective at dealing with daily change, have good interpersonal and communication skills. The ability to get on with a wide variety of people and a good sense of humour will also be needed as will a good telephone manner and the ability to prioritise tasks and plan ahead.

SUMMARY PERSON SPECIFICATION

- **Interpersonal Skills:** Gets on with different types of people and interacts well with people at all levels. Is insightful about others; seeking to understand other people's views, and adapts own approach accordingly.
- **Communication Skills:** Listens effectively. Communicates clearly and consistently both verbally and in writing, adapting content to the task and audience.
- **Collaboration & Teamwork:** Works co-operatively to shared objectives - involving others when generating ideas, solving problems or making decisions. Is open to sharing best practice, information, ideas and solutions.
- **Quality Commitment:** Wants to do the best they can; setting high work standards for self and others. Seeks to understand the needs and priorities of others. Responds flexibly to changing requirements.
- **Planning & Organisation:** Manages time effectively. Develops effective procedures. Focuses on the right things, balancing conflicting priorities and meeting deadlines.
- **Resilience:** Keeps calm and in control in difficult and/or stressful situations. Is resourceful, flexible and optimistic when tackling challenging obstacles. Remains motivated and productive during periods of change or when under pressure.
- **Confidentiality & Integrity:** Respects and shows consideration for others. Builds a climate of trust and openness. Deals with information confidentially and with discretion.
- **Technical expertise & knowledge:** Applies a high level of technical expertise and experience to enhance job performance, including being computer literate. Maintains and updates own technical knowledge.

TERMS AND CONDITIONS

The School operating hours are 8.00 am to 5.30 pm during term time (34 weeks per year) and the Day Nursery operates from 8.00am to 6.00pm for 51 weeks of the year. The candidate's hours of work are 8.00am – 4.30pm (term time only); with a 30-minute lunchbreak. The candidate will also be required to work 4 weeks during the summer holidays to ensure that the school office is manned (this will be by arrangement with the Head's PA).

Start date: As soon as can be agreed.

The annual salary range will be £20,000 - £24,000 (Full Time Equivalent), £16,769 - £20,123 (Actual) and will be competitive and according to qualifications and experience. Salaries are paid monthly. You shall be entitled to the statutory minimum holiday entitlement under the Working Time Regulations 1998 which is to be taken during school holidays.

The first six months of employment will be a probationary period. During this period, performance and conduct will be monitored. The School may extend the probationary period at its discretion. In the probationary period, the notice required to terminate the employment will be one month, increasing to 3 months by either side on the successful completion of the probationary period. The School Administrator will be auto-enrolled into the School's defined contribution pension scheme.

Terms and conditions will be discussed at interview, in conjunction with salary payable.

All staff are expected to be in sympathy with and supportive of the ethos of the School. They are expected to be committed to the safeguarding and promotion of the welfare of children and young people.

How to Apply - the process

The School is committed to safeguarding and promoting the welfare of children.

All applicants must be prepared to undergo appropriate child protection screening, including checks with past employers, the Disclosure and Barring Service and medical clearance. Berkhamstead School is an equal opportunities employer.

References will be required and any relevant issues arising from such will be taken up at interview or a suitable point during the process.

Please complete the Application Form in full including relevant dates where asked (CVs cannot be accepted), which is available from the school website, with a covering letter and send by:

E mail: admissions@berkhampsteadschool.co.uk

Royal Mail: Mrs Sue Watkins, Head's PA, Berkhamstead School, Pittville Circus Road, Cheltenham, Glos. GL52 2QA

The closing date for receipt of applications is **Friday 28th January 2022**

Candidates who have a disability or any other special requirements should let the School know if there are any reasonable adjustments they would like the School to make as part of this recruitment process.

(Please note that whilst an interview is to be used as the primary feature of the selection process, if invited for interview you will be advised as to whether any additional selection methods will be required to supplement the interview. These may include skills tests. Whatever methods are chosen, the panel will use these to assess the merits of each candidate against the job and person specification).