

## Job description

<b>Job title:</b>	Communications Team Administrator	<b>Team:</b>	Communications
<b>Reporting to:</b>	Communications Team Manager	<b>Contract:</b>	Term time including 5 inset days (39 weeks)
<b>Grade:</b>	Grade 6	<b>Hours/week</b>	37 hours

### Main purpose of the role

To support colleagues across school by anticipating and providing administrative support services. All members of the communications team will provide core support for general administration (e.g. using SIMS database, letters, files, phone calls, CCTV); take duties in main reception, Student Services reception, first aid, reprographics, withdrawal room; the preparation and staffing of school events, work-experience visits/calls; and the preparation, delivery and invigilation of examinations.

Within the communications team each administrative post has a specific responsibility in addition to its core support: the current vacancies are initially

- Administrative support to House Leaders; using SIMS for managing student information and assessment data

The Administrator may be deployed in any of the following areas

1. Work experience /careers
2. Administrative support to Sixth Form
3. Administrative support to SEND
4. Administrative support to House Leaders
5. Using SIMS for managing student information and assessment data
6. Administrative support with examinations
7. Administrative support to leadership team.

### Principal responsibilities

Typical duties are:

- Deliver administrative support to the school community for each specific responsibility
- Assist with the shared duties of the school's Communications Team
- Carry out other duties relating to the core purpose of this job specification as required.

*It is the responsibility of each member of staff to safeguard and promote the welfare of all young people he/she is responsible for, or comes into contact with, in the school*

Person Specification	Administrator Criteria
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>● Minimum to GCSE (grade C/level 4 or above) including maths and English</li> <li>● First Aid trained (Emergency First Aid at Work) -or willing to undergo training</li> </ul>
<b>Skills / abilities</b>	<ul style="list-style-type: none"> <li>● Care and attention to detail, and a methodical approach to work</li> <li>● Good communication skills, including the ability to negotiate sensitively in order to complete tasks efficiently</li> <li>● Good literacy and numeracy skills</li> <li>● Good organisation skills and personal time management</li> <li>● Confidence to assess situations and respond when no source of immediate advice is at hand</li> <li>● Ability to recognise and respect confidentiality</li> <li>● Flexibility as a team member</li> <li>● An interest in career development while working in the post</li> <li>● An interest in the education of young people</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>● A good level of experience of PC applications in Windows/ Google Apps especially spreadsheets</li> <li>● Experience with e-mail and of using Management Information Systems and the internet</li> <li>● An interest in developing work-related IT systems</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>● Demonstrable success in a similar post</li> <li>● Experience of providing a responsive, customer-focused service on the telephone, face to face and in all correspondence</li> <li>● Relevant experience of working in a complex organisation would be helpful</li> </ul>

### **For all staff**

You have specific responsibilities under Health & Safety legislation to ensure that you:

- Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do
- Cooperate on all issues involving health and safety
- Use work items provided for you correctly, in accordance with training and instructions
- Do not interfere with or misuse anything provided for your health, safety or welfare
- Report any health and safety concerns to your line manager as soon as practicable

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