

## Job Description - Administrator (Term Time)

### Main Duties and Responsibilities

- Support and enable effective communication across different departments and the smooth running of the College Office.
- Assist the Bookkeeper, Registrar and Boarding Team with admin duties.

### General Administrative Duties

- Answer the phone and front door to callers and visitors and assist with their queries.
- Welcome visitors (parents, agents etc.) to the College, ensure any documentation in relation to Covid-19 is completed and show them to the main Reception Room. Organise tea, coffee and refreshments as appropriate.
- Print and bind items as required (e.g., Commendation Certificates).
- Process documents and analyses using Word and Excel and input data under direction of members of the Senior Leadership Team.
- Collate and distribute the weekly register, contact lists and any staff newsletters.
- Collate and order stationary, books and other items as requested by departments within the College.
- Manage incoming and outgoing post and parcel/courier duties.
- Assist with the organisation of College events.
- Maintain filing/organise systems to provide immediate retrieval of information.
- Undertake administrative tasks, including maintenance of computer records.
- Research and purchase items on behalf of the College/Senior Leadership Team.
- Distribute all necessary communications to staff and school correspondence to parents/guardians/agents.
- Respond to enquiries from parents/guardians/agents via email, face-to-face and over the telephone.
- Act as a Fire Warden and appointed holder of one of the College's first aid kits. Carry out basic health and safety fire procedures, such as weekly/monthly checking of fire equipment.
- Ensure that fire registers (for Tutor Groups) are kept up-to-date.
- Ensure all staff and student sign-in sheets are up-to-date.
- Chase-up students who are absent (including those not online when the College is offering remote learning/online classes) and locate students who are late attending lessons.

### Boarding Administrative Duties

- Issue letters (to banks) to support students wishing to open a bank account.
- Organise student travel arrangements (e.g., travel on Arrivals Day and Departures Day).
- Support the boarding team with administrative matters, driving the minibus, etc.
- Provide cover for boarding staff, particularly female members of the boarding team.
- Oversee Covid-19 testing (e.g., lateral flow and PCR tests) as appropriate/required, for students returning to the College after school holidays.

- Oversee the administration and organisation of Covid-19 vaccines offered on campus by the Government's Immunisation Service.

This Job Description is not exhaustive and will be amended from time to time, in the light of the changing needs of the College.

All College staff are expected to:

- Support and contribute to the College's responsibility for safeguarding students.
- Work towards and support the College vision and objectives.
- Carry out the work of the College to the best of their ability, displaying initiative and enthusiasm.
- Support colleagues and their work.
- Work within the College's health and safety policy to ensure a safe working environment for all staff, students and visitors.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with pupils, parents and colleagues.
- Adhere to the College policies.

**The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**