

Job Description

Administrator – Term time only (25 hours per week)

Main duties and Responsibilities

- Be the first point of contact for outside visitors to Padworth college ensuring they have a positive impression of the College.
- Support and enable effective communication across different departments and the smooth running of the College office.
- Assist the Bookkeeper, Registrar and Academic Administrator with Admin duties

General Administrative Duties

- Answer the phone and front door to callers and visitors and assist with their queries.
- 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 including using the school's management information system (ISAMS).
- Research and purchase items on behalf of the college/Senior Leadership Team.
- Distribute all necessary communications to staff and parents.
- Correspond with parents via email, face-to-face and over the telephone.
- Carrying out basic health and safety fire procedures, such as weekly/monthly checking of fire equipment, appointed for first aid kits, acting as a Fire Warden

Boarding Administrative Duties

- Deal with student queries when the boarding office is closed - e.g., mid morning break.
- Organise student travel arrangements
- Help the boarding staff with administrative matters

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.

February 2024