



JOB DESCRIPTION

Departmental Administrator

Salary and Hours

Salary: Scale 2 (£17,711 - £18,426 full time)
Actual Salary is: £14,111 - £14,680

Hours: 35 hours per week
Monday to Friday, 8.00am to 4.00pm daily with one hour lunch
Term time only.

Role Description

Line Manager for this post: HR Officer

Day to day responsible to: Curriculum Team Leaders, Assistant Curriculum Team Leaders, departmental staff

All Support Staff are managed overall by the School Business Director

- working with the teaching staff in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- ensuring timely and accurate design, preparation and use of specialist equipment/resources/materials as required by teaching staff / curriculum / lesson plans etc.
- being responsible for keeping and updating records information and data as agreed with the teaching staff and within school guidelines, contributing to reviews of systems/records as requested
- liaising sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participating in feedback sessions/meetings with parents with, or as directed
- administering routine tests and invigilating exams/tests
- supervising students on visits, trips and out of school activities as required within normal school hours
- providing general clerical/administration to anywhere in the school which may include:
 - assisting in arrangements for school trips, events etc.
 - photocopying, filing, scanning, complete standard forms, respond to routine correspondence
 - answering telephones
 - contacting parents for information
 - updating attendance registers
 - producing lists/information/data as required
 - undertaking word-processing and other IT based tasks
 - taking minutes at meetings
 - sorting and distribute mail
 - undertaking administrative procedures
 - maintaining and collating student reports
 - providing library cover or reception support
 - providing general advice and guidance to teaching staff, students and others
 - producing and updating displays
- Undertaking any other duties which may reasonably be regarded as within the nature of duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

Signed: _____ Staff Member

Date: _____

Signed: _____ School Business Director

Date: _____