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**JOB DESCRIPTION**

**Job title: School Administrator**

**Grade:** Scp 15-17 starting salary £17,210 (fte £20,475)

**Responsible to:** Bursar

**Hours of work:** 10.00 am to 6.00 pm

Some flexibility with hours worked will be necessary around busy times of the year and time off in lieu will be granted as appropriate. 1 hour lunch break to be taken at a time to ensure the Admin Office is staffed at all times during working hours.

**Working weeks:** The role is a 36 week per year position (term time) + 15 days to be worked during the School holiday time (including 2 days per week in GCSE and A level results weeks and 4 days in the week before the start of each new School year).

**Information about Chetham’s**

Founded in 1653, Chetham’s comprises three charities: Chetham’s School of Music, Chetham’s Library and Chetham’s Hospital, all based on one site in the heart of Manchester city centre. The School is an independent boarding school for over 300 children aged between 8 and 18, all of whom excel in music. The Library is the oldest public library in the English-speaking world. The Hospital charity owns the buildings in which the School and Library operate. The School also incorporates a world-class concert hall, The Stoller Hall, opened in 2017. The Administration team of two provides support to all departments (other than the Music Department and Stoller Hall which have their own admin teams).

**Main Purpose of Role:**

To provide a proactive, efficient and effective administration service and to act as Deputy Exams Officer. In conjunction with the Assistant School Administrator, the post holder must ensure that the Admin Office is open between 8.00 am and 6.00 pm during term time.

The post holder will line manage the Assistant School Administrator.

**Main Responsibilities and Duties:**

1. Full administrative support for the Vice Principal, HR Manager, Heads of School, Heads of Houses, and other Heads of Departments.
2. Administrative support for the Principal and Bursar as required.
3. Working with the Academic Manager, act as Deputy Examinations Officer.
4. Working with the Information Manager, be responsible for all inputs and outputs to/from the SIMS system.
5. Input relevant information onto the StREAM system.
6. Administration of the Insight system.
7. Use Schoolcomms to provide information to parents.
8. Using the AimHigh system, produce profiles and tutor cards and other relevant tasks.
9. Administer parental requests for students’ planned absences.
10. Develop and maintain the off-site records retention procedures for all School documents and work with the Assistant School Administrator in managing the on-site Archives.
11. Assist in the preparations for whole School events (eg New Students’ Day, Christmas Music, Speech Day) and attend as required.
12. In the absence of the Medical Chaperone, accompany students to off-site medical appointments.
13. In the absence of the Assistant School Administrator, be responsible for covering any critical and urgent matters (that are normally covered by that post holder) that arise.
14. In the absence of the Assistant School Administrator, provide lunchtime and sickness cover for the Receptionist.

***General***

* Attend staff meetings and training as required.
* Participate in regular performance review.
* Undertake personal development and improve own practice through training, courses, observation, evaluation and discussion with colleagues and use this to support others.
* Carry out any other duties as are within the scope, spirit and purpose of the job, the title of the post and its grading as requested by the Bursar or Principal.

This job description is current at the date shown, but, in consultation with the post holder, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.

**CHILD PROTECTION AND SAFEGUARDING CHILDREN**

As a post holder I recognise my responsibility to promote and safeguard the welfare of children and young people for whom I am responsible, or with whom I come into contact. I will adhere to and ensure compliance with Chetham’s Child Protection and Safeguarding Policy and related documents (available at [www.chethams.com](http://www.chethams.com)) at all times.  If, in the course of carrying out the duties of the post, I become~~s~~ aware of any actual or potential risks to the safety or welfare of students at Chetham’s, I have a duty to follow the reporting routes and to report any concerns to the Designated Safeguarding Lead or to the Head.

Our Policy and Procedure is in line with national directives and must be adhered to by all staff.  Chetham’s is committed to the development of good practice and sound procedures. We will always endeavour to fulfil our duty to challenge or intervene in order to protect all students at Chetham's. Concerns and referrals will be handled in a sensitive and professional manner which will support the needs of students and staff.  Chetham’s recognises the contribution it can make to protect and support students.

I agree that I have read and understood the attached job description.

Employee’s Name: ....................................................................

Employee’s Signature: ...............................................................

Date: ............................................

March 2020

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| **Person Specification (Qualifications, skills, knowledge and experience) Requirements**  | **Essential/Desirable**  |
| Qualifications  | Good general standard of education to A Level or equivalent | Essential  |
| Experience  | 2 years working in an administration role at a similar level | Essential  |
| Previous experience of working with SIMS | Essential |
| Experience of working in education or charity sector | Desirable |
| Knowledge, skills and abilities  | 1. Ability to prioritise a varied workload and meet deadlines
 | Essential |
| 1. Excellent organisational and administrative skills
 | Essential |
| 1. Good IT skills, including Microsoft Word, Excel, Powerpoint and the use of the internet.
 | 1. Essential
 |
| 1. Excellent standard of written and spoken English language, as well as excellent written and verbal communications skills
 | 1. Essential
 |
| 1. High level of accuracy and attention to detail
 | 1. Essential
 |
| Attitude and disposition  | Friendly, positive disposition | Essential  |
| Self-motivated, able to work unsupervised and exercise initiative | Essential |
| A pleasant and professional telephone manner | 1. Essential
 |
| Able to support others, working as part of a team  | 1. Essential
 |
| 1. Flexible and co-operative
 | 1. Essential
 |
| 1. Willingness to develop new skills
 | 1. Essential
 |
| 1. Excellent interpersonal skills
 | 1. Essential
 |
| Other circumstances  | Smart appearance | Essential |
| Ability to handle sensitive information and maintain discretion on sensitive issues | Essential |

March 2020