



JOB DESCRIPTION

Downside School

Post Title: School Administrator

Department: Senior Deputy Head's Office

Location: Downside School, Stratton on the Fosse

Reports to: Senior Deputy Head

Date of Issue: July 2025

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

Role Summary

The School Administrator is required to provide efficient and professional administrative support to the Deputy Head, Academic Leadership and Director of Pastoral Care.

The role includes: diary management; production and effective management of key documents; liaison with staff, pupils, parents and external contacts; taking minutes of meetings; setting up and managing filing and recording systems for key tasks and dealing with any other day-to-day matters that arise in-line with school procedures and statutory requirements.

The post holder will have access to personal and sensitive information and will be responsible for ensuring high levels of confidentiality are maintained

The following list is not exhaustive but the post holders' principal responsibilities are:

Duties and Responsibilities

School Administration

- Responsible for ensuring School Policies are collated, amended and issued to the Senior Leadership Team (SLT) and the Governors in a timely manner and in line with review deadlines.
- To update and distribute School policies, plans and procedures on the information drive and School website.

- Independent Schools Inspectorate (ISI) inspection process administration including consolidating paperwork, organising electronic files and uploading documents to the ISI portal.
- Administrative support of the School's co-curricular program such as weekend activity bookings, reconciliation of expenditure, SOCS administration and co-ordinating 'three days in June' pupil activity programme.
- Coordinate the creation, amendment and publication of the School Pupil handbook in line with policies.
- Collate exeat and leave requests (termly and weekly) in conjunction with the Deputy Head and receptionist.
- Supporting the organisation of Isey School events e.g. Christmas Lunch, including assisting with invitations and booking of services such as catering.
- The School Administrator will also provide support to the Head's PA in organising the annual 11th form Leavers Ball, Prize Day, Prize Giving Assembly and Parents' Conferences. This could include liaising with suppliers, catering, purchasing, design/décor, event license/s and planning.
- Day Pupil Minibus administration including bookings, organisation of routes, liaison with parents, pupils and drivers and reconciliation of attendance sheets for finance the finance department.
- To provide administrative support in relation to School transport requirements including bookings, record keeping and arrangements with external companies.
- Co-ordination, creation and distribution of termly travel letters and subsequent forms.
- To assist with cover on the main reception desk in the case of sickness or absence.
- There may be a requirement to attend Parents Conferences and Prize Day to ensure they run smoothly.

Deputy Head Support

- Administrative support for correspondence, distributing letters and notices for parents (using the iSAMs database), pupils and staff.
- Electronic diary and email monitoring and management using MS Office, including booking and arranging meetings and highlighting any important email correspondence
- To act as a point of contact for the Deputy Head, dealing with enquiries and taking messages.
- To collate any concerns or complaints and ensure they are brought to the attention of the Deputy Head and responded to in a timely manner
- Filing and document management, ensuring all relevant files are up to date.
- Educare (training package) and BlueSKY (appraisal system) administration in liaison with Human Resources; adding and removing staff and pupils and chasing incomplete reviews and courses. Providing reports where requested.
- Reconciliation of Deputy Head's school credit card, ensuring all invoices are collated ahead of passing to the Accounts Assistant.
- Booking rooms, facilities and refreshments for meetings where necessary.
- Purchasing of equipment and supplies under the direction of the Deputy Head.
- To ensure that all department filing is up to date and kept in effective order and archived appropriately, all in line with the General Data Protection Regulations (GDPR).

- Manage, monitor and distribute emails received within the deputysec email account.

Pastoral Administration Support

- Set up of register in liaison with the PA to the Head.
- Daily registration checks and registers Monday to Friday, reporting to the PA to the Head, and monthly reports.
- Preparing an agenda, organising refreshments and taking minutes at House Masters/Mistresses safeguarding and welfare meetings, and any other meetings as required.
- Supporting the Designated Safeguarding Lead (DSL) with any correspondence requirements, distributing letters and notices for parents, pupils and staff. Supporting the Director of Pastoral Care in monitoring, reviewing, amending and distributing to Governors all safeguarding paperwork including meeting minutes, training, whole school paperwork, note taking and report production.
- Recording pupil sanction records via iSAMS.
- Supporting the Director of Pastoral Care with diary management and preparing documentation for Child Protection cases. DSL filing and accurate recording of incidents.
- Reporting of starters and leavers in line with Children Missing Education regulations. Requesting Child Protection files from other Schools and securely sending files to new Schools when a pupil leaves.
- Occasional liaison with Somerset County Safeguarding team. In conjunction with HR arranging DSL and DDSL safeguarding training updates.
- Preparing and distributing start of the academic year notices and updates.
- Arranging 13+ photo permissions in conjunction with the Marketing Manager. Ensuring PSHE (Personal, social, health and economic) and SACPA (safeguarding and child protection agency) memberships are fully utilised and maintained.

Academic Administration

- Collating pupil correspondence for Reception staff to file.
- Collation of Quality Assurance information as instructed by the academic leadership team.
- Arrange training for academic staff in liaison with the Human Resources department.
- To assist with coordination of the teachers' cover rota.
- To assist with purchasing of academic stationery e.g. planners and diaries.
- Where needed to work with the academic leadership team, Exams Administrator. Administration Assistant (Learning Support) and the Head of Learning Support during the examination season (such as setting up laptops, preparing rooms, liaising with the invigilators).

The following duties are ones which all staff are required to perform:

- Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact.
- Observe health and safety procedures and work safely at all times.

- To be responsible for your own continuing self-development, undertaking training as appropriate to the working environment and location, and developments in your role.
- Undertake any other duties as required by your manager in order to meet the changing needs and demands of the School.
- Conduct yourself with professionalism, tact, and diplomacy at all times as a representative of the School.

Review

This job description is provided to assist the post holder to know their principal duties. It may be amended in consultation with the post holder without change to the level of responsibility or remuneration appropriate to the post.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL <i>These are qualities without which the applicant could not be appointed.</i>	DESIRABLE <i>This information could be used to differentiate applicants.</i>	HOW IDENTIFIED <i>(Application / Interview)</i>
Qualifications	<p>Educated to Level 3 (A Level) standard.</p> <p>A qualification in Business Administration, such as NVQ or relevant equivalent experience</p> <p>Relevant IT qualification, for example EDCL, RSA for use of IT, Databases and Word Processing or able to demonstrate equivalent experience.</p>	<p>Experience in an educational environment</p> <p>MS Office qualification</p>	Application Form
Knowledge & Skills	<p>Excellent working knowledge of Microsoft Office including the ability to mail merge using Word and Excel.</p> <p>Strong organisation skills, time management and ability to multi task.</p> <p>Demonstrable experience of working with databases.</p> <p>Able to work on own initiative and to tight timescales.</p> <p>Able to accurately record and maintain records, with exceptional attention to detail.</p> <p>Excellent oral and written communication and customer relations skills.</p>	<p>Working knowledge of the iSAMS system or similar School database.</p> <p>Experience of using and developing office administration systems (computer based or manual).</p> <p>Knowledge of working in the Independent School sector and ISI regulations.</p> <p>Touch typist.</p>	Application Form
Experience	<p>Previous experience in an administrative, secretarial or PA role covering complex administrative work</p> <p>Able to work with minimum supervision</p>	<p>Experience of working in a School or educational setting</p>	Application Form/ Interview

	<p>Experience of working collaboratively and able to work flexibly</p> <p>Able to communicate clearly and effectively both orally and in writing with all key stakeholders e.g. parents, colleagues, pupils</p> <p>Experience of working under strict confidentiality guidelines in line with GDPR and Data Protection Regulations</p>	Experience of preparing agendas and taking minutes at meetings.	
Personal competencies and qualities	<p>Meticulous and methodical, proactive, common-sense approach</p> <p>A friendly and confident personality with a commitment to providing high quality customer service</p> <p>Able to work well under pressure and respond to change</p> <p>High levels of tact and diplomacy, with discretion, sensitivity and confidentiality</p> <p>Resilience, commitment and confidence</p>	<p>Willingness to learn new skills and acquire new areas of knowledge.</p> <p>Knowledge and understanding of the Benedictine ethos and values</p>	Application Form/ Interview

Received by (print name): _____

Signature: _____ **Date:** _____