



Job Description

Job Title: School Administrator

Responsible to: Office Manager

Job Summary To provide reception services and administration support for the Prep School, Pre-Prep and Nursery. Give an outstanding front of house service, ensuring visitors feel welcome, taking and dealing with incoming calls and actioning messages and requests from teachers and pupils in an efficient manner.

Duties and Responsibilities:

- Complete and provide support for the administration of pupil Registration ensuring all pupils are accounted for during morning and afternoon registers and follow the procedure for any unknown or missing records.
- Deal with all incoming calls, answering the phone in a welcoming manner and provide excellent customer service. Forward messages to staff as required.
- Answer the door to all visitors, signing them in and offering refreshments where needed. Ensure that any contractors are signed in and chaperoned by the responsible person and/or the relevant DBS are in place.
- Assist pupils with any queries relating to timetables, lost property, messages and calls home.
- Responsible for managing own and Prep School shared email inboxes, replying to, and forwarding on emails in a professional manner.
- Provide assistance with the end of day departure of pupils, activities registers and sport match afternoons.
- Being proactive to ensure you are aware of the daily/weekly events and assist with any requests for administrative support, including visitor arrival and departure.
- Open and distribute post, assist with deliveries and ensure any outgoing post is dealt with efficiently.
- Support and assist with any administration as required by the Office Manager and Prep School staff, including formatting letters, producing posters, orders of service for events and assist with completion of the weekly bulletin.
- Send iSAMS communications to parents to inform them of important notices such as reminders of events and/or information relating to transport.
- Provide day to day support for the school minibus service.
- Support with fire drills and emergency evacuation procedure
- Work alongside the Office Team to ensure all aspects of administration support is completed to a high standard.

Safeguarding Duties:

- The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into

contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times.

- If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead or, if he/she is the School's DSL, to the Headmaster and relevant agencies
- Perform other such duties within the scope of this position, as may be determined by the line manager from time to time.

Key skills:

- Must be courteous, approachable and focused on providing a consistently high standard of customer service.
- Excellent written and verbal communication skills
- Confident in use of Microsoft Office products including, Outlook, Word and Excel
- Be a team player with a sense of humour whilst remaining professional.
- Ability to prioritise and multi-task work in a fast-paced environment.
- Adaptive and forward thinking with the ability to make suggestions to improve efficiency.

Terms and conditions:

Salary: £10.42 hourly rate.

Hours of Work: This is a part time role Monday to Friday 1.00pm – 6.00pm term time only. An additional 6 weeks to be worked over the year in the holidays. Office hours during holidays 9.00am – 4.00pm with a 30-minute unpaid lunch break. Total 40 working weeks.

Pension: After three months' service you may be automatically enrolled into the Eastbourne College WorkSave Pension Scheme (details are available from the HR Department), depending on your level of earnings, however you may also choose to opt in to the pension scheme. The College will contribute 5% of your gross salary and you will be expected to contribute 3%. You may choose to opt out of the pension scheme.

Holiday:

You will be entitled to 28 days annual leave to be taken during the College holidays. Pay for this is included in your salary.

Other benefits include:

- Life Assurance
- Annual pay review
- Free tickets to College productions

Safeguarding Statement

Eastbourne College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to enhanced DBS check, pre-employment medical questionnaire and positive references.

Eastbourne College Incorporated is committed to the provision of equal opportunities in employment and accordingly wishes to ensure that no job applicant is treated less favourably on unjustifiable grounds.

Application process:

- To apply, please visit <https://www.eastbourne-college.co.uk/contact/employment-opportunities/> and click the '**Apply Now**' button to complete the mandatory application form. An up-to-date CV and covering letter may be uploaded with this online application form.
- The closing date for applications is noon on **29 September 2023**.
- For further information please contact Human Resources Department by email: hr@eastbourne-college.co.uk or tel: 01323 452300.