



## **SCHOOL ADMINISTRATOR – JOB DESCRIPTION**

<b>POST:</b>	School Administrator (full-time, year-round contract)
<b>REPORTING TO:</b>	Head of Administration
<b>SALARY:</b>	In the region of £22,500 to £24,000 per annum
<b>HOURS:</b>	9.30am to 5.30pm, Monday to Friday
<b>TO APPLY:</b>	Email CV, covering letter and equal opportunities monitoring form to <a href="mailto:hr@rambertschool.org.uk">hr@rambertschool.org.uk</a>
<b>DEADLINE:</b>	9am, Monday 19 <sup>th</sup> February
<b>INTERVIEWS:</b>	Wednesday 21 <sup>st</sup> / Thursday 22 <sup>nd</sup> February
<b>START DATE:</b>	Monday 12 <sup>th</sup> March

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### **PURPOSE OF THE POST**

- To assist with the smooth-running of the office
  - To provide full administrative support to the administration team and teaching staff as required
  - To manage “front of house” area – greet all visitors and make them feel welcome, cover the switchboard
  - To arrange internal meetings
  - To assist with school performances and special events
  - To project a professional image of the school at all times
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### **KEY WORKING RELATIONSHIPS OUTSIDE THE SCHOOL**

- All daily visitors – prospective students and parents, contractors, delivery drivers etc.

### **KEY WORKING RELATIONSHIPS WITHIN THE SCHOOL**

- Head of Administration
- Marketing Manager
- Participation, Outreach & WP Manager
- Head of Admissions, Registry & Student Support
- Admissions & Registry Administrative Assistant
- Theatre Technician and Maintenance Supervisor
- Finance Director
- Finance Assistant
- Principal & Artistic Director
- Deputy Principal
- Head of Studies

## **JOB DESCRIPTION**

### **General office administration and front of house duties**

- Meet and greet all visitors to the School
- Answer and direct all incoming phone calls
- Process and distribute incoming post and frank outgoing post
- Carry out general admin duties e.g. writing letters and council tax exemption letters
- Maintain the general email accounts (info@ and admin@), responding to queries / directing enquiries as required
- Assist in the upkeep of contact records, including student, staff and trustee contact information
- Create mailing labels as required
- Order stationary, first-aid equipment and sundries
- Maintaining a clean, tidy and orderly admin office

### **Day to Day running of the School**

- Help maintain general order in the school e.g. clearing lost property and tidying notice board
- Assist with management of building and locker keys
- Manage the electronic noticeboard, updating as required
- Assist with upkeep of Virtual Learning Environment (Office 365)

### **Internal Meetings**

- Assist with organising meeting rooms (booking space, arranging furniture etc.).
- Organise refreshments for meetings, including ordering food and making tea and coffee
- Assist with the preparation and circulation of meeting papers
- Write minutes for fortnightly staff meetings, monthly admin meetings, termly student staff meetings and other meetings as required.

### **Studio Hires**

- Manage booking requests
- Maintain hire documentation
- Create invoices and liaise with Finance Department regarding payments
- Coordinate necessary security for hires.

### **Marketing & Events**

- Assist with the management of guest lists for school performances and special events, both at the School and at external venues
- Assist with distribution of invites, via email, post or by hand to local neighbours
- Process online ticket sales and assist with maintaining ticket sales lists
- Organise refreshments and assist with any other preparations such as signage, furniture etc.
- Produce performance programmes
- Assist with the coordination of internal photo-shoots
- Assist with maintenance of image archive
- Format and send termly newsletter

### **Finance**

- Process credit card reconciliation

### **Classes**

- Process online payments for classes
- Filter and respond to enquiries from participants and parents
- Prepare relevant paperwork, such as registers, where required.

## **Other**

- Process Disclosure & Barring Service (DBS) checks
- Issue ID passes for staff, students and contractors
- Create student rehearsal timetable
- Arrange travel and accommodation for national and international trips
- Manage vending machine stock and replenishing the machine as required.
- Housekeeping – loading/emptying dishwasher, making tea and coffee, etc.
- General administrative support for the administration team and teachers, as required
- Undertake other duties commensurate with the level of this position

## **PERSON SPECIFICATION**

### **Essential Skills & Experience:**

- Educated to A 'Level or above
- Minimum of one year of administrative experience
- Excellent working knowledge including MS Office (Word, Excel, Outlook)
- Excellent interpersonal, oral and written communication skills
- Ability to work independently and as part of a small office team
- Ability to establish good working relations at all levels of the Institution – with students, teachers, senior management, Board of Trustees, Inner Circle membership group etc.
- A pleasant manner with visitors
- Good organisation skills, ability to multi-task, prioritise effectively and work to tight deadlines
- Understanding of equal opportunities

### **Desirable Skills & Experience:**

- Specific experience of working in a school, higher education or the arts
- Passionate about the arts, especially dance
- Valid First Aid qualification
- Minute writing skills
- Experience with CRM databases, particularly Raiser's Edge or eTapestry
- Experience with EventBrite
- Experience with Adobe Creative Cloud, e.g. Photoshop and InDesign
- Experience with MailChimp or similar email marketing programme

*The above serves as a guide and is not exhaustive; all professional staff are expected to undertake other duties and projects as may be reasonably required by the Principal in accordance with the grade of the post. You will be working as part of a small, friendly, administrative team and may be asked to provide extra support within the office during busy periods, working together in a mutually supportive way towards shared priorities.*

## **Rights to work in the United Kingdom**

Applicants for this role must be eligible to work legally in the United Kingdom. The successful applicant will be asked to evidence of their right to work in the UK before being formally offered the role. If you do not have the right to work in the UK we will not be able to consider you for this role. If you are uncertain about your eligibility to work in the UK, you are encouraged to contact the UK Borders agency. <http://www.ukba.homeoffice.gov.uk/visas-immigration/working/>

## **DBS checks**

This role meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to a criminal record check from the Disclosure & Barring Service (DBS) before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions