

HAYDON SCHOOL
JOB DESCRIPTION – ADMINISTRATOR

Post Title	Administrator
	Haydon is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment
Reporting to:	HR Manager & DPO
Responsible for:	<ul style="list-style-type: none"> • An effective, efficient and professional performance delivered across all activities of the Administration Services Team • Supporting the aims and objectives of the School • Any other tasks relevant to the role
Liaising with:	Internal and External Stakeholders
Working time:	3 days per week (Wednesday to Friday) 22.5 Hours/ 38.2 Weeks/year Term-time only.
Salary/Grade:	Scale 3 - P5, (FTE - £29436) & (Prorata - £14,995)
Disclosure level:	Enhanced
MAIN (CORE) DUTIES:	<ul style="list-style-type: none"> • Perform reception duties and ensure the reception areas present a smart and professional image to all stakeholders • Deal with a diverse range of individuals in a variety of situations in a tactful, congenial and personal manner in order to resolve issues positively and calmly • General administration tasks; word processing, photocopying, scanning, mail merge, spreadsheets, input in MIS or any other databases • Using school's MIS and creating reports using these systems • Organising parent evenings, option evenings, etc.; sending letters or messages to parents, liaising with the Site Team for room allocations, etc • Organising with school events, open evenings, parent evenings, etc • Communicate with outside agencies to arrange appointments for students and staff as needed • Communicate with parents and students to arrange appointments • Processing and distribution of all post • Archive documents and keep all archives spaces tidy • Arrange the school photographer and perform all activities necessary for smooth running of the day • Be professional in all communications • Take part in job rotation and shadowing to enable each member to perform all tasks across all activities of the team • Assist in the school library, first aid room and reprographics • Attend meetings, take minutes and produce minutes of meetings as needed • Always maintain confidentiality • An effective, efficient and professional performance delivered across all activities of the Administration Services • Supporting the aims and objectives of the School
Staff Development	<ul style="list-style-type: none"> • Ensure self-development • Take part in cross training in roles and responsibilities within the Administration Services and perform these roles as required

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Quality Assurance:	<ul style="list-style-type: none"> To ensure that this maintained at all times
Management Information:	<ul style="list-style-type: none"> To ensure the maintenance of accurate and up-to-date information
Communications:	<ul style="list-style-type: none"> To communicate with both internal and external stakeholders to perform the role as defined
Additional Duties:	<p>To play a full part in the life of the school community, to support the school's distinctive mission and ethos and to encourage students and staff to follow this example</p> <p>First aider and fire warden</p>

You are to carry out the duties of support staff as set out in the Job Description and any other duties as reasonably required by the Headteacher and consistent with the overall level, nature and grading of the post.

- To promote actively the school's corporate policies
- To continue personal development as agreed
- To actively engage in the staff review and development process

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

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

DATE – MAY 2026