

**Job Description:  
Senior Administrator -  
Operations**



The Senior Administrator - Operations is responsible for carrying out a range of duties and delivering a smooth and efficient, proactive and robust, friendly and effective administrative function which supports all staff and students. The postholder is directly accountable to the Bursar and will liaise and work closely with key roles at both the Prep and Senior School, to ensure a cohesive administration service and to facilitate high quality outward facing events for the whole school.

**Aims:**

The main purpose of this post is to provide professional administrative and operational support to the Senior school and oversee a range of essential tasks encompassing senior school and some whole school matters.

**Key Responsibilities:**

- Accountable for a school administration function that provides effective organisation to support the education of the individual pupil and the School as a whole.
- Manage contacts and relationships with colleagues and external contact and contractors with confidence, tact and diplomacy.
- Initiate and take ownership of short and longterm projects as agreed with the Bursar, to support the overall smooth functioning the School.

**Specific Responsibilities**

**Events co-ordination:**

- Manage Open, Whole School and outward facing events in liaison with the Marketing, Development & Alumni Manager as well as with the Deputy Head (Pupil Development & Wellbeing) and the Head of Prep/Prep School Admin Manager, as appropriate.
- To take the lead in compiling and sharing comprehensive job sheets with key stakeholders including liaising with kitchen, site team, IT and cleaners regarding all school events including parent evenings, Principal's Breakfasts, concerts, plays, etc.
- Arrange hire of suitable equipment and venues for events as required by the Associate Assistant Principal - Co Curricular and Organisation.
- In liaison with the Deputy Head (Pupil Development & Wellbeing) and the Associate Assistant Principal – Co Curricular & Organisation, organise and administer annual prize giving events (including Senior School nominations, notifications, programme and invitations).
- In liaison with the Associate Assistant Principal – Co Curricular & Organisation, add events to SOCs as required and take a proactive and constructive approach in raising any potential issues.
- Take responsibility for ensuring the minibus training for staff is kept UpToDate.
- Arrange whole School photograph on a two-year cycle (next due May 2022) and supervise individual and sports team photographs.
- Prepare schedule of all School events for governors as required by the Principal's Office.

**Uniform:**

- Liaise with the School's uniform providers as per instructions from the Bursar and Principal.
- Schedule and arrange suitable kit and uniform sales on site with approved uniform suppliers and liaise with the Senior Administrator (Pupil Development & Wellbeing) and Marketing, Development and Alumni Manager to ensure dates are communicated in good time via the weekly bulletin and on social media platforms.

#### **Lettings:**

- Liaison, organisation and invoicing of regular and occasional lettings.
- Alongside the Bursar update and maintain a compliant Lettings agreement, policy and accurate lettings calendar ensuring site team are kept updated of any staffing requirements.

#### **PTA:**

- Provide a link between the School and the Parent and Teacher Association including attending Committee meetings, assisting with arrangements for PTA events and administering the annual bids from School staff for PTA funding, in liaison with the Finance Team.
- Update the HR department when new committee members leave and join for safer recruitment purposes.
- Facilitate the planning and booking of PTA 'New to you' uniform sales.

#### **Compliance:**

- Ensure relevant compliance documentation is up to date and reflects our current practice regarding first aid, health and safety and lettings policies with support from Bursar and involvement of the Senior Leadership Team, the Senior Administrator – Pupil Development & Wellbeing and the Prep School Admin Manager.

#### **First Aid and General Office Management:**

- Provide emergency first aid to pupils and staff and complete appropriate documentation, along with the Reception Administrators and other Senior Administrators;
- Provide care to sick pupils and contact parents if necessary, along with the Reception Administrators.
- To co-ordinate the ordering and distribution of the LFTs to staff and pupils and to work with the Senior Administrator (Pupils Development & Wellbeing) to arrange on site testing as and when required.
- Maintain a central stationery supply for the core business functions at the Senior school, liaising closely with finance regarding budgeting.
- Maintain a central supply of refreshments for the Senior School staff.
- Take a role in checking marketing materials (including the Ewellian and pupil handbooks etc) as appropriate.
- Alongside the Assistant Bursar and Site Manager, maintain and update evacuation procedures, communicating effectively with Evacuation Marshals and maintaining accurate and comprehensive evacuation lists in liaison with the Reception Administrators.

#### **Other:**

- Provide reception and switchboard lunchtime cover on a rota with Senior Administrator – Pupil Development & Wellbeing and spend at least two days a week in a supporting role in Reception, as required.
- Assist /cover for other members of the administrative team as required.
- To adhere at all times to Safeguarding and Child Protection regulations.
- To be aware and adhere at all times to the school code of conduct and confidentiality.
- To pay due regard to one's own professional development and to engage with the school Appraisal scheme.
- To perform such other duties as may be required by the Principal.

This job description will be reviewed as and when necessary, in accordance with the needs of the School.

20/09/2021