Job description: KS4 Administrator

Our Mission

Our purpose is to inspire a love of learning, empower our college community with the knowledge and skills to help them make meaningful choices and contribute positively to the world in which we live

To achieve excellence in all aspects of school life.

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

Summary of the role:	• To provide administration for the Upper/Lower School • To provide reports for Senior Leaders
Line management	Responsible to the Head of Upper/Lower School
Main duties and responsibilities:	**General** • To support staff within the welfare, student development and standards team • To work with other professionals, both internal and external when necessary. • To adhere to and work within the College's practices and policies including relating to Safeguarding, Health & Safety, Data Protection, Confidentiality, and Equal Opportunities • All staff have a responsibility to safeguard and promote the welfare of children and young people within the College. • Carry out a range of additional duties that may arise from time-to-time in accordance with the nature of the role and level of responsibility. • Undertake any other duty deemed reasonable by the Principal of the College. • First Aid support **Main Responsibilities** **Admin** • Support the Administration needs of the Heads of Year and relevant year group(s) • Maintain confidential records • To input and action appropriate data related to pupils as required. • Maintain accurate records of communications with parents/carers and relevant interventions • To provide cover for the Administration/Attendance Team(s) as required

PERSON SPECIFICATION

Key: A = Application, I = Interview, R = Reference

Application Category	Essential / Desirable	How evidenced
Education, Qualification and Training		
Good Basic Level of Education	E	A/I
First Aid Qualification	D	A/I
Skills, Knowledge & Experience		
Excellent Customer Service Skills & Time Management	E	A/I
Proficient Administrator and IT user (Bespoke systems)	E	A/I
Experience of completing forms and preparing basic reports	D	A/I
General understanding of Health & Safety in the workplace	D	A/I
Experience of the education sector	D	A/I
Personal Qualities		
Excellent attendance and punctuality	E	I/R
Honesty and integrity with the ability to handle confidential information	E	I/R
Personable and approachable with the ability to build effective and positive working relationships	E	I/R
Ability to handle complaints/feedback	E	A/I
Organised and methodical approach to work	E	A/I
Flexible, enthusiastic and committed attitude	E	A/I
Able to work under own initiative and in a changing environment	E	A/I
Committed to safeguarding and promoting the welfare of children and young people	E	A/I
Committed to personal learning and development	E	A/I/R
Committed to the principles of diversity and equality and their prominence in the culture of the College	E	A/I