



Job Description

Administrator of Monmouth Prep School, Nursery to Year 2

Working Hours: 37½ hours per week 8am to 4pm Monday to Friday term time only

Responsible to: Head of Monmouth Prep School
Deputy Head(s) of Monmouth Prep School

Summary of the Role:

- To provide comprehensive and organised administrative support to Monmouth Prep School Nursery to Year 2, parents, pupils and staff
- To have excellent knowledge of all school office procedures, to carry out all administrative duties in a timely and efficient manner and ensuring deadlines are met
- Manage the procedures relating to pupils in accordance with school policies
- Keeping the Reception area neat and welcoming

Key Colleagues with which to liaise:

Head of Monmouth Prep School

Deputy Head(s) of Monmouth Prep School

Monmouth Prep School Head's PA

The Admissions Team including the Admissions Manager for Monmouth Prep School

The Administrator for Monmouth Prep School, Years 3 to 6 (Grange Site)

The Administrative Team across the Haberdashers' Monmouth Schools

Main Duties and responsibilities

- Receive visitors to the school in a friendly and professional manner ensuring they feel welcome and attended to, process ID checks for visitors in accordance with the school's safeguarding procedures. Ensure visitors are signed in and out and wear the appropriate identification
- Answer the telephone and retrieve messages and emails left by parents out of working hours and relay any relevant information to the Head, Deputy Head(s) or other staff
- Assist with the management of the school diary and school calendar, including entering events onto school calendar (SOCS) and liaising with all concerned
- Send out all home-school communications in a timely manner using School Post
- Send out a weekly mailing on a Friday evening of all required communications in a single mailshot, using School Post, including a Weekly Newsletter
- Assist with maintaining the database including updating pupil records
- Record absences and inform teachers of known absences
- Collate parental consent forms and produce contact lists for trip leaders
- Place orders for teaching resources and assist with stock control of office supplies, following school policies and procedures for purchasing
- Take messages for staff and deliver as required
- Distribute music and LAMDA timetables to staff
- Assist with the administration for after school swimming lessons clubs and activities
- Carry out such general administration duties as specified by the Head or the Deputy Head(s)
- Aid the Head, Deputy Head(s) and staff in the report processes for pupils
- Arrange meetings with parents and other individuals as requested, including parents' consultations



Haberdashers' Monmouth Schools

- Assist in the administration and planning of trips
- Liaise with the transport managers to book coaches and school minibuses as required
- Maintain and utilise SIMS database where appropriate to ensure accuracy and efficiency, including updating pupil records, recording absences
- Ensure all entries in the school diary are cross-checked and followed up to ensure the Head and Deputy Head(s) are aware and there is consistency and no conflict with scheduled events across Monmouth Prep School
- Inform teachers of known absences, follow up on unexplained absences, process children who arrive late and leave during the day for appointments/sickness etc. and collate after school care arrangements
- Collate parental consent forms and contact lists for the trip leader.
- Arrange for resources to support assemblies and events e.g. certificates etc.
- Type minutes of staff meetings and share them with colleagues electronically and on the staffroom noticeboard
- Welcome parents for Open Events and Parents' Evenings
- Assist with certain school events in co-ordination with relevant staff
- Administer medicine and first aid to pupils in accordance with school policies and procedures. Liaise with the School Nurse as required to ensure that the school is well supplied with medical and first aid resources
- Monitor and maintain an appropriate level of stock control for office supplies
- Assist with dealing with lost property
- Collate and administer House Points
- Arranging and overseeing the process for individual portrait photographs and group photographs

You may be required to undertake such other reasonable duties from time to time as the school may reasonably require.



Person Specification

<i>Essential</i>	<i>Desirable</i>
Qualifications	
<ul style="list-style-type: none">• Minimum 4 GCSEs, Grade C or equivalent including Maths & English	
Experience	
<ul style="list-style-type: none">• Recent administrative work• Experience of database operation	<ul style="list-style-type: none">• Previous work with young people
Skills	
<ul style="list-style-type: none">• Proficient in the use of Microsoft Word and Excel• Good Interpersonal skills• Ability to work independently and as part of a team• Ability to work accurately with attention to detail and to tight timescales• Ability to deal with difficult/sensitive situations in a calm and sensitive manner in person and over the telephone• Good telephone manner	
Personal Attributes	
<ul style="list-style-type: none">• Smart appearance• Calm under pressure• Takes pride in their work	
Other Factors	
<ul style="list-style-type: none">• Flexible approach• Willingness to undertake additional training (on occasion outside normal working hours)	