



Job Description & Person Specification

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|--------------------------|---|
| Job title | Faculty Administrator |
| Hours of work | 20 hours per week, term time only 10am to 2pm Monday to Friday |
| Employment status | Permanent |
| Grade | Grade D, spinal point 4 - 6 |
| Annual salary | £25,185 - £25,989 pro rata (£11,709 - £12,358 actual salary) |

Safeguarding children, young people and vulnerable adults

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

Job Purpose

The postholder will be responsible to provide administrative support to identified faculties.

Responsible to

Andrea Gould, Director of Resources and Tina Deedigan, Administrations Manager

Responsibilities

Positive working relationships will need to be formed with all members of the Leadership Team, Curriculum Leaders, all teaching and support staff and pupils/students.

Key tasks

The post holder will be required to:

- Produce a range of documents (letters, reports, minutes, etc.) using word processing and desktop publishing software.
- Use software such as Excel, Publisher, PowerPoint, and other specialist applications to support faculty requirements.
- Generate reports from Arbor for Curriculum Leaders and other colleagues, as required.
- Manage and monitor faculty resources (e.g., stationery, textbooks, calculators, dictionaries), including regular stock checks.
- Assist in the organisation of trips, visits, and school events, including:
 - Booking transport and venues
 - Contributing to risk assessments
 - Coordinating the production of posters, leaflets, and tickets
- Maintain and refresh displays and noticeboards in classrooms, corridors, faculty rooms, and across the wider school campus (on a rotation basis).
- Photocopy and collate a variety of documents as required.
- Maintain efficient electronic and paper-based filing systems, ensuring confidential documents are securely stored.
- Liaise with other departments (e.g., IT Support, Finance, Catering, Site Team) to support faculty operations.
- Provide department-specific administrative support tasks as directed by Curriculum Leaders.
- Undertake relevant training and provide first aid to pupils when required.

Other Duties

This job description is intended as a guide to the general duties required of the post.

The postholder may be required to undertake training and perform duties other than those given in the job description. The duties and responsibilities attached to posts may vary from time to time. Such variations are a common occurrence and would not justify the re-evaluation of a post. Where a permanent and substantial change in the duties and responsibilities occurs, then the post would be eligible for re-evaluation.

Disclosure and Barring Service

The nature of the work requires that the postholder has undergone checks by the Disclosure and Barring Service and has enhanced clearance.

Equal Opportunities

All employees have a responsibility to understand and abide by the obligations laid down in the school's equal opportunities policies.

Health and Safety

All employees have responsibility for their own health and safety and for that of others who may be affected by their acts, or omissions. Staff are required to adhere to all health and safety regulations, guidance and procedures at all times.

Data Protection

All employees of the School are expected to conform to Data Protection legislation and only divulge confidential information of any sort, in relation to the School's business, to authorised third parties, in accordance with the current pertaining Data Protection Policy, Freedom of Information Policy and Security of Information Policy, all of which are available on the School's website and will be issued to you in September. All staff are required to read these policies annually and to adhere to them.

Confidentiality

All employees are expected to respect confidentiality in relation to school business and pupil data.

Person Specification

| Qualifications | Essential | Desirable |
|---|-----------|-----------|
| At least 5 GCSEs or equivalent at grade C/4 or above to include English and Maths | • | |
| Competent in the use of Microsoft Office (Word, Excel, PowerPoint, Publisher) | | • |
| Willingness to undertake training relevant to the role (e.g., Arbor, safeguarding, first aid) | • | |
| Experience | Essential | Desirable |
| Previous administrative experience in an office or school environment | | • |
| Experience of using data management systems such as Arbor | | • |
| Experience in handling confidential information appropriately | • | |
| Experience of producing professional documents and resources | | • |
| Experience of working in a customer-focused or team environment. | • | |
| Personal Qualities | Essential | Desirable |
| A keen eye and attention to detail with logical problem solving skills | • | |
| To work under pressure, prioritise and meet deadlines | • | |
| Clear understanding of and respect for confidentiality | • | |
| Ability to liaise effectively at all levels | • | |
| Excellent communication skills | • | |
| To work on own initiative as well as part of a team | • | |
| To have a flexible attitude to ad hoc tasks | • | |
| Proven organisational skills | • | |
| A friendly disposition and good sense of humour | • | |
| Positive attitude to personal development and continuous professional development | • | |
| Smart appearance | • | |

Signed: _____

Date: _____