



Holme Grange School

Title of Post: Academic Administrator

Fundamental Task:

To provide administrative support for the day-to-day running of the Sports, Music and Drama Departments, across Pre-Prep, Prep and Eaton Grange Schools. To manage the administration of Sports fixtures and Expressive Arts peripatetic lessons through the SOCS database. To provide support to organise sports, music, drama and other ad hoc school events throughout the year. To provide administrative support to the Heads of Sport, Music and Drama. To provide general school administrative duties during the holiday period. To communicate department successes and individual sporting triumphs, referring to the Marketing Department, as appropriate.

Sports Administration: Will include, but will not be limited to:

- Provide administrative support for the day-to-day running of the Sports Department.
- Assist the Heads of Sport to organise and publicise fixtures and sporting events through the SOCS database.
- Assist and have oversight of room bookings for PE lessons, co-curricular clubs and Expressive Arts peripatetic lessons.
- Responsibility for inputting data and information into the SOCS database.
- Manage the minibus booking system for fixtures, trips and school transport.
- Assist in the booking of external venues for training or fixtures.
- Attend PE Departmental meetings as required.
- Check first aid supplies and liaise with the school nurse to ensure first aid bags are fully stocked.
- Liaise across the department and with Marketing colleagues to keep parents informed and to champion successes.
- Assist the Heads of Sports in organising and communicating information regarding sports fixtures.
- Create team lists in SOCS with targeted communication to parents, and to keep these records current and accurate.
- Keep a live sporting database of all students' achievements and participation in the school through SOCS.
- Provide reports on data held on SOCs as requested, from time to time.
- Publish team sheets to pupils and parents and communicate with team captains where needed.
- Gather and publish match reports from each team, upload photos and videos on to SOCS, in line with specific media consent.
- Assist with the organisation of annual sporting events – Sports Days and swimming galas.
- Keep track of progress of Sport Scholars, liaising with them and their families.
- Liaise with Marketing in order for them to promote and publish Sport and PE Department news on social media platforms and other appropriate channels.

- Support with data entry where appropriate adding co-curricular clubs onto SOCS.
- Liaising with other schools regarding fixtures.
- Assist with booking of fixtures and confirm all transport.

Expressive Arts Peripatetic Administration: Will include, but will not be limited to:

- Working with the Directors of Music and Drama to assist in the administration of peripatetic Music and Drama lessons.
- Support with tasks related to hosting events at school – this may require some after school hours commitment from time to time.
- Assist in the production of individual student timetables for Music and Trinity Drama.
- Manage the administration of the timetables and lessons on SOCS.
- Communicate effectively with students, parents and staff regarding timetabled lessons, reports and other relevant information.
- Assist in monitoring student attendance at timetabled lessons.
- Communicate and consult with parents on matters relating to examination entry.

General Administration: Will include, but will not be limited to:

- Attend general Admin meetings as requested.
- To assist the Office Manager and Lead for Co-Curricular in the administration of co-curricular clubs and after school activities on SOCS.
- General front office and administrative duties during the holiday period.
- To ensure all telephone and personal enquiries are dealt with efficiently and effectively in a way that promotes a positive image of the school.
- Assist with the sending out of parental emails via School Post, ensuring that the correct format is used.

Safeguarding

- Comply with policies and procedures covering child protection, health, safety and security
- Contribute to safeguarding the welfare of children in then school

Training and development

Training required on SOCS software and other school specific platforms.

Regularly review own practice, set personal development targets and take responsibility for own continuous professional development.

Attend relevant INSET courses as necessary.

Person Specification:

This is a new part-time position for an experienced and enthusiastic administrator to join the School's Administrative function. The successful candidate is likely to have the following characteristics:

- Excellent administrative and organisational skills.
- Excellent communication skills, both written and spoken, with strong interpersonal skills and diplomacy when dealing with staff, parents, and pupils.
- Excellent IT skills, especially Microsoft office applications, SOCS (SOCS training will be given)

- High standards of accuracy and excellent attention to detail.
- Self-motivated and able to plan and manage own workload with a minimum of detailed supervision.
- Ability to work calmly under pressure and meet deadlines.
- Ability to prioritise, multi-task, problem-solve, manage a busy workload, and take an adaptable, flexible approach to work.
- Be a quick learner and have the ability to follow instructions.
- Warm and welcoming, friendly and approachable attitude.
- Able to work as part of a team, working effectively with others as well as independently.
- Some flexibility and ability to work some hours outside agreed hours to support school events e.g. Sports tournaments, etc.
- Clear understanding of data protection and confidentiality of information.

Desirable:

Experience of proof-reading

Interest in Sport, Music and Drama

Experience of working in a school or sports department

Experience of working with databases

Contract	Permanent, Part Time, 3 days a week flexibility on days (but Wednesday is compulsory), Term time plus 4 weeks, (including 4 Inset days)
Hours of Work	As required to discharge the duties efficiently, conscientiously and appropriate for the role. Normal office hours are Monday to Friday, 8.15am – 4.15pm, with rostered late cover once a week on Wednesday (9.30am - 6.00pm). (Hours include a one-hour unpaid lunchbreak).
Salary	Competitive depending on qualifications and experience at time of appointment. Salaries are usually reviewed annually in September with no obligation to increase them.
Pension	Holme Grange provides access to a stakeholder pension scheme as required by law. The School will comply with its obligations under the Government’s auto-enrolment scheme at the relevant time.
Lunch	Provided while catering facilities are functioning normally term time only.
Notice	1 months’ written notice either by the employee or employer.
Medical	All employees are subject to a self-declaration medical report and to undergo a medical examination, if required.
Probation Period	This post is subject to a 12-month probation period.
Safeguarding	Holme Grange School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.