Residential Schools, Assistant School Administrator – role description

Reporting to the School Director, the Assistant School Administrator (ASA) provides administrative support to help ensure the smooth running of the school. The ASA works in the school office carrying out clerical tasks, dealing with student enquiries, liaising with the venue where required and supporting the School Director with all other administrative processes.

Role requirements

The role requirements may vary according to the needs of the school, but will include:

- helping to set up the school office
  1. unpacking/packing the boxes of stationery and equipment sent from Walton Hall
  2. unpacking/packing the boxes of stationery and equipment stored on site from previous years
  3. putting up relevant information such as office opening hours etc.
  4. making yourself aware of safety regulations relating to the use of facilities, materials and equipment.

- prime responsibility for student registration
  1. preparing registration materials for students (folders)
  2. meeting the students when they arrive at the school, ensuring they are properly registered and have deposited registration forms including next of kin details, learning adviser appointment request forms (if applicable) and noting their room numbers on the registration list.
  3. liaising with the venue about student accommodation and resolving any issues that may arise

- responsible for staff registration
  1. preparing folders of materials for staff
  2. allocating rooms in conjunction with venue staff
  3. ensuring staff have deposited their registration form including next of kin details

- assistance with all school office paperwork and administration including:
  1. sending relevant paperwork to the residential schools team using the databag service
  2. being resident on site throughout the contract period and making yourself known at the initial student briefing on Saturday afternoon.
  3. helping with enquiries during school office hours, answering student and staff queries and telephone calls
  4. assisting with the production of weekly reports where required.
support to the School Director with the following types of issues:
  1. ensuring that any venue-related or administrative problems an individual may have do not interfere with the educational value he or she receives from the school
  2. working with the disability support assistants to provide administratively for the needs of students with disabilities or any additional requirements, e.g. providing dietary requirements for the following week to the catering manager
  3. providing general administrative services to all staff at the school where requested by the School Director
  4. ensuring expenses claim forms have receipts attached where appropriate and chasing for them if required
  5. ensuring that the records of the student numbers present agree with those of the host venue (by completing weekly bed list)
  6. responsible for stationery supplies in the school office
  7. taking materials to the teaching building when required
  8. undertaking occasional shopping errands for office supplies.

Person specification

Assistant School Administrators are appointed by the Residential Schools team. In addition to the role requirements described above, there are the following personal requirements:

- excellent interpersonal and communication skills, with proven influencing experience
- excellent organisational skills, with proven supervisory experience
- flexibility and ability to work effectively in a small team (office staff) and the larger team (including academic and host venue staff)
- excellent IT skills and knowledge of Microsoft Word, Excel and Outlook
- ability to work in a professional way with students, all levels of residential school staff, and venue staff, providing excellent customer service
- ability to think and act quickly, solve problems and prioritise tasks
- ability to work with students from diverse educational, cultural and work backgrounds
- an understanding of and commitment to equal opportunity policy and practices
- respect for others' feelings while working in close proximity in a residential environment
- all appointees must be available to attend any necessary training or briefings prior to the school

Hours of work

Your contracted hours are 40 per week with one day's leave, day to be agreed locally. The office hours will be determined locally but will normally be between 08:30 and 21:00 daily throughout the residential school. But this may vary and you may be encouraged to offer informal support to students outside those hours.