



St Ninians High School

Department of Education, Sport & Culture

Job Description & Person Specification

Post Title: School Administrator

Contract : Permanent, Term-time + 1 weeks

Hours: 37 hours / week (8am - 4.30pm)

Responsible to: Bursar

Grade: AO / Pay Band 7

Salary : £27,598 - £33,290 per annum full-time (please note this post is not a full FTE so the salary is Pro-rata)

Location: St. Ninian's High School

Main Purpose of the Job

To work as part of the School's administrative team providing support to all users of the school sites including the general public, school staff and students. This work will involve covering the front office reception area, dealing general enquiries, assisting with the preparation and routine maintenance of resources and equipment. Assisting with the letting of the indoor and outdoor facilities, and ensuring the smooth, safe day-to-day running of the facilities.

Job Responsibilities

The job responsibilities will be carried out under the direction/ instruction of senior staff. The post will involve providing a range of central services support including all or some of the duties under the general heading listed below.

Support the delivery of Central Services within the School:

- Deal with both internal and external enquiries in person and by telephone
- Deal with general reception duties including visitor security checks
- Assist with the maintenance of both manual and computerise record systems relating to both the curriculum and general administrative needs of the School
- Assist with the maintenance of the School's financial records, by processing orders and invoices.
- Assist with payment handling and sales in both the office and canteen areas
- Assist with the production of standard letters and reports
- Provide general clerical / administrative support e.g. photocopying, printing, display
- Assist the School's assessment programme e.g. assist with routine tests, acting as an invigilator.
- Monitor and arrange stock, ensuring that items are appropriately and securely stored, assisting with stock checks and audits
- Operation of office equipment in accordance with instructions
- Assist with the maintenance and delivery of ICT/ AV services
- Assist with the maintenance of the computerised library loan system
- Assist with the preparation of classroom materials including in practical subject areas
- Assist with the provision of First Aid, Health & Safety and Fire Evacuation processes
- Liaison with User Groups and taking an active role in ensuring the smooth running of the lettings programme
- Dealing with complaints and problems at an initial stage
- Support the delivery of school events / activities, this may mean on occasion being available to work in the evenings or weekends.

Support for the School:

- Be aware and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to the appropriate person
- Be aware of and support difference and ensure that all users of the School's facilities are given equal access to the opportunities to learn and enjoy the available resources.
- Contribute to the overall ethos/work/aims of the School.
- Appreciate and support the role of other professionals. □ Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required □ Be trained to administer emergency First Aid
- Assist with the supervision of pupils e.g. library /resources area - break/lunchtimes, during extracurricular activities e.g. after school sports clubs
- To be trained as an invigilator and support the running of both internal and external exams
- Provide cover for sick/ absent staff and stand in for them when required
- Support the good public image of the School by ensuring all facility users are dealt with in a polite and professional manner.

SAFEGUARDING

The Department of Education, Sport & Culture is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff are required to undertake training with regard to the safeguarding and welfare of children and young people and the Department commits to providing this training e.g. via induction, on-line, briefings at staff meetings in-set days etc., as appropriate.

All staff have a responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact and to adhere to, and ensure compliance with, the Safeguarding Children Board Child Protection procedures and the School's / Service's Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to safety or welfare of children in the School/ Service they must report any concerns to the designated Safeguarding lead in their area or to the department's Child Protection and Safeguarding Officer.

Date compiled: Oct 2025 SNHS

Person Specification - School Administrator

	Essential Desirable	Method of Assessment
Experience		
Excellent customer service record.	E	CV/Interview
Secondary School experience.	D	CV/Interview
Experience of dealing with children/teenagers.	D	CV/Interview
Qualifications		
First Aid.	D	CV/Interview
GCSE English and Mathematics Grade C (4) or above, or Key Skills Level 2 Application of Numbers and Communication Awards, Functional Skills Mathematics and English Level 2.	D	CV
Training		
Willingness to undertake appropriate training.	E	CV/Interview
Skills		
Good communication skills - verbal & written.	E	CV/Interview
Good numerical skills.	E	CV/Interview
Organised, efficient, methodical.	E	CV/Interview
Very good interpersonal skills.	E	CV/Interview
Ability to use relevant school technology e.g. SIMS.	D	CV/Interview
General aptitude for dealing with a variety of school resources.	D	CV/Interview
Ability to work within a timescale & prioritise workload.	E	CV/Interview
Good problem solving skills and ability to use initiative.	E	CV/Interview
Keyboard skills.	E	CV/Interview
Good computer skills, including working knowledge of e-mails systems, Word & Excel.	E	CV/Interview
Special Knowledge		
Awareness of Health & Safety in school e.g. COSHH, CLEAPSS.	D	Interview
Comply with Health and Safety policy and regulations.	E	Interview
Disposition / Attitude / Circumstances		

Able to work within a team.	E	CV/Interview
Flexible approach.	E	CV/Interview
Able to listen to/follow guidance and instructions.	E	CV/Interview
Positive approach to challenges.	E	CV/Interview
Able to use own initiative.	E	Interview
Support the school's positive ethos.	E	Interview
Ability to prioritise work.	E	Interview
Isle of Man Worker.	D	Application
Excellent timekeeping	E	Interview
Satisfactory Police Check.	E	Pre-employment checks