



MOUNT KELLY

Boarding and Day School
Boys and Girls, Aged 4-18

Prep Administrator

The Prep Administrator will provide a high quality, professional service at all times. The post holder must be a team player who is friendly, calm and approachable and has excellent organisational, administrative and communication skills.

The nature of the work calls for a high degree of typing accuracy and a good deal of maturity, diplomacy, confidentiality and flexibility as well as attention to detail. The ability to maintain complete discretion is an important part of the role.

Duties and Responsibilities

Administration

- Provide administrative support for SLT staff
- Assist with the coordination of mail shots ensuring a timely dispatch.
- Assistance with the School magazine, Teaching Staff Handbook, Prize Giving Administration, and, Policies and Procedures etc where necessary.
- Assist with the reproduction of Staff, Pupil and Curriculum Handbooks/Booklets.
- Reproduction of concerts and Play programmes.
- Provide cover for the Prep Receptionist.
- Where necessary, assist with enquiries and messages received from parents.
- Attend meetings as appropriate and take minutes, including parent representative, staff and Prep committee meetings.
- Assist the Bursary with information with information for billing including tea lists, breakfast clubs and biscuit club
- Produce a tea list daily for pupils and staff to be used for signing purposes and for billing.
- Co-ordinates the termly Book Fair
- Maintain pupil files.
- Update iSAMS database, including contact information and produce reports for staff.
- Assist in the administration of educational visits.
- Assist with the allocation of buses and produce a report for billing purposes.
- Send pupil reports to senior schools and maintain a close liaison with these senior schools.
- Manage uploads of documents onto the Parent Portal
- Assist with parent consultation evening preparations/organisation.
- Assist with producing schedules for class photos and other whole school events
- At all times be aware of your professional accountability and work within the scope of professional practice.

Organising and Planning

- Assistance with event requirements, such as signage and leaflets and Prize Giving administration.
- Effective working with other administration staff.
- Prepare Grade Sheets and Reports for distribution to parents.
- Collate and distribute notices, newsletters and invoices.
- Manages and updates AR and Junior Librarian with pupils records
- Ensures new pupils have correct login details
- Prepare notices and Golden Foils lists for the weekly newsletter.
- Assist with the organisation of Prep functions.
- Assist with the termly calendar; add events to iSAMS and assist with proof reading.
- Produce and send an electronic calendar to parents
- Produce short correspondence to parents with alterations to calendared events
- Creates online forms to collate parental replies giving consent for trips/etc.
- Ensure a clean and orderly working environment at all times.

Communication

- Provide information to visitors and deal with enquiries by telephone, post, or email.
- Ensure visitors are greeted in a friendly and professional manner ensuring signing in processes are followed.
- Establish constructive relationships and communication with School staff, pupils, parents, suppliers and other agencies/professionals.

Other

- There will be some requirement to attend functions and events
- Attendance at relevant Health and Safety and other appropriate training.
- Contribute to the overall ethos, work and aims of the School.
- Present a positive personal image, contributing to a welcoming School environment which supports equal opportunities for all.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to the appropriate senior member of staff.
- Be aware of and act in accordance with relevant School policies.
- Maintain ICT and School security at all times and report any breaches to the Bursar.
- Undertake any other duties as commensurate with the grading of the post.

Personal Specification

Skills and Knowledge	<ul style="list-style-type: none">• Excellent verbal and written communication skills• Demonstrated personal integrity and ability to deal with confidential matters
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	<ul style="list-style-type: none"> • Proven ability to work independently and own initiative • Knowledge of school policy and procedure including safeguarding. • Excellent planning, prioritising organising and time management skills • Able to work to deadlines, responding to conflicting demands and priorities • Experience giving information and advice using telephone and personal interview techniques • Good proofreading and letter writing skills • Well organised and experienced in all aspects of administration and capable of working on own initiative • A commitment to high quality customer service
Qualifications/ Experience	<ul style="list-style-type: none"> • Experience working in a customer service environment/reception role • Experience of working under pressure in a busy and demanding environment • Experience of administrative systems and procedures relating to office administration • Experience giving information and advice using telephone and personal interview techniques • Educated to GCSE or equivalent qualification in English and Mathematics • A good understanding of and commitment to customer care • Awareness and understanding of Child Protection Issues • Experience using MS Office including Word, Excel and PowerPoint • An understanding of good data management practice e.g. Data Protection
Other Requirements	<ul style="list-style-type: none"> • Satisfactorily meeting the School's employment checks – Disclosure and Barring Service (DBS) check, references, qualifications and legal entitlement to work in the UK

The Job Description provides a guide to and general description of the duties and responsibilities of the role and may be amended. It is not exhaustive and the post holder should be willing to undertake any other related tasks, as may be reasonably required.

The post-holder should be aligned with the School's values:

COMPASSION

Empathy Tolerance Kindness

We treat others with compassion; demonstrating empathy, tolerance and kindness in all that we do

COURAGE

Determination Resilience Grit

We act with courage; demonstrating determination, resilience and grit in the face of both opportunity and challenge and always striving to learn through life's journey

HUMILITY

Modesty Gratitude Selflessness

We behave with humility; we are modest in our success, grateful for our blessings and selfless in the way that we share them

RESPECT

Courtesy Service Consideration

We value and respect every person equally; always seeking to serve those around us and treating all with courtesy and consideration

COMMITMENT

Dedication Loyalty Endurance

We demonstrate commitment to our School and to those around us, making the most of opportunities available; we are dedicated, loyal and always endure through to the end

INTEGRITY

Honesty Decency Morality

We value integrity above all; we are honest with ourselves and others, conducting our lives with decency whilst striving for the highest moral standards

Mount Kelly is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post-holder will be engaged in regulated activity with children and has a duty to protect the welfare of children. Child protection training is a statutory requirement in order to provide proper care to vulnerable pupils and be able to implement safe working practices.