

**Parrs Wood High School**  
**Wilmslow Road**  
**East Didsbury**  
**Manchester**  
**M20 5PG**  
**Tel. 0161 446 8640**  
**www.parrswood.manchester.sch.uk**  
**email: recruitment@parrswood.manchester.sch.uk**

## **School Administrator**

**35 hours per week Term Time Only plus three weeks**

**Grade 4 £17,772 to £20,138 pro rata**  
**(Actual starting salary will be approx. £15,900 pa.)**

Parrs Wood High School is a thriving and popular secondary school in South Manchester with a richly diverse and truly comprehensive student body which has been judged by Ofsted to be good in all areas.

We are seeking to appoint a School Administrator to work as part of a team within the school who provide high quality administrative support to staff and students.

Parrs Wood High School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS Check.

Further information and application form can be downloaded from the school website: [www.parrswood.manchester.sch.uk](http://www.parrswood.manchester.sch.uk)

Closing date for applications is: 3:00 pm on Friday 22<sup>nd</sup> September 2017

## Parrs Wood High School

Post : School Administrator  
Salary: Grade 4 (£17,772- £20,138 pro rata)  
Hours: 35 hrs per week Term Time Only plus three weeks  
Line Manager: Head of Administration

### **Main purpose of the job:**

Under the direction of the Head of Administration and working as part of a team the post holder will provide high quality administrative support to school staff in various offices around the school ensuring accuracy and confidentiality at all times, and be the first point of contact for parents, students and visitors.

### **Main Tasks**

1. Under the day to day direction of the Head of Administration and working as part of a team, ensure that a high level administrative service is provided to staff at all times.
2. To ensure at all times accuracy and confidentiality of all information produced.
3. To ensure that student and parent/carers data is kept up to date on the school IT systems.
4. To respond to telephone queries from parents/carers, members of the public and visitors in an efficient and courteous manner, using initiative where appropriate to resolve problems.
5. To provide student attendance, punctuality, behaviour and welfare information as required.
6. To deal with such student related problems as bus passes, lost property and the receiving of messages from parents/carers which need to be relayed to students.
7. When required to carry out general school reception duties.
8. To assist in the sorting, distribution and franking of school mail.
9. To maintain manual and computerised records and to use the school IT systems effectively to provide reports and statistics as required.
10. To ensure that all school records are stored in accordance with Manchester City Council guidelines.
11. During the summer school holidays to be available to assist teaching staff in the administration of exam results and the enrolment of students.

12. To be trained as a qualified first-aider and provide first aid or arrange first aid treatment for students and liaise with parents/carers when required. Ensure that any treatment given is recorded in the first aid book and accident book if necessary.
13. When required liaise with parents/carers and outside agencies on student related matters.
14. To assist the Head of Administration in the arranging of school events.
15. To provide general advice and guidance to students and staff.
16. To attend and participate in relevant meetings as required.
17. To be flexible and be prepared during the course of the year to provide administrative support at least two parents event evenings or similar events and also at the School Awards Evening (overtime payments or time off in lieu will be given).
18. To assist in the distribution and collection of class registers when the fire alarm is raised.
19. To participate in training and performance development as required.
20. The post holder will wear the corporate uniform provided by the school.
21. To undertake any other reasonable duties which may be required which are commensurate with grade.