



PROPRIETOR: LOUISE GEAR

Widford Lodge

HEAD TEACHER: MISS M. COLE

WIDFORD LODGE SCHOOL LTD, WIDFORD ROAD, CHELMSFORD, ESSEX CM2 9AN

Widford Lodge is seeking an experienced and enthusiastic School Administrator to start as soon as possible.

At Widford Lodge we have around 200 pupils and have been instilling a love of learning in pupils between the ages of 2 ½ and 11 for over 80 years. Today, we are proud to be an outstanding and high performing school.

Job Purpose:

The School administrator will support the efficient and effective running of all school administration tasks as part of the office team.

Hours:

Full-time (term-time only plus some days in school holidays + Inset days) Maternity cover with possibility of becoming permanent.

Pay

Attractive salary

Duties:

Main Duties:

- The post-holder will support all aspects of school administration as part of the office team, including:

Administrative and Clerical

- To provide administrative support for the staff of the school including teaching, site and kitchen staff
- To support effective communications with parents including by email and phone.
- To produce reports as required for the Headteacher, Proprietor and Inspectors
- To arrange supply staff when required.
- To administer the school clubs, including Late Stay, including the sign-up process and liaison with external providers
- To liaise with representatives from the Friends of Widford Lodge (FOWL) to support the smooth arrangement and running of FOWL events
- To support the running of charity events by the school, including liaison with charities
- To arrange transport to school educational and sporting events

Admissions

- To support the admissions process including contact with prospective parents, management of admission and waiting lists and admissions administration
- To arrange tours of and visits to the school by parents and prospective pupils

School Finances (Computerised and Manual)

- To update the school's payment system (SIMS Pay) to incorporate new trips, events, clubs and other items and arrange communication with parents

Data Management

- To update and maintain all records within the school database system (SIMS) and provide reports; to carry out end of the year arrangements.
- To provide child protection and pupil records when requested.
- To complete statutory forms/returns for DfE, LEA and ISC.
- To ensure that the school complies with the Data Protection and Freedom of Information Acts

Marketing

- To have responsibility for the regular marketing of the school and school events, including through social media, press and advertising
- To have responsibility for updating the school website
- To have responsibility for the preparation, updating and production of the school prospectus and fortnightly school newsletter

Telephone and Reception:

- To provide first point of contact service for visitors, staff, parents and pupils in person and by phone

First Aid

- To administer first aid and medicine for pupils according to the relevant school policy
- To maintain accurate and comprehensive records

HR

- To support recruitment processes
- To arrange staff training courses, monitor the expiry of training and ensure training is renewed
- To support the management of the school's Single Central Register

Support for the school

- Any other duties appropriate to the post as directed by the school proprietor, Headteacher and line manager.

We are a supportive and caring team, working in a collaborative environment. We can offer you a good rate of pay, on-site parking and high quality free lunches.

How to apply

For further details of the position, information about the School and application and recruitment procedures, please visit our website www.widfordlodge.co.uk

Any application must include a completed application form. Applications can be emailed to headteacherpa@widfordlodge.co.uk

The closing date for applications is midday **Wednesday 14th April 2021**.

Interviews will be held on **Thursday 22nd April 2021**.

It is the School's policy to employ the best-qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. Applicants must be willing to undergo child protection screening including checks with past employers and the DBS. All new posts within the School are subject to a probationary period.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.