



The **Administrator** is a key role supporting the day to day running of a school of 600 students and 52 teachers and Special Needs Assistants. The role involves a variety of front-office and back-office responsibilities and requires an energetic and optimistic multi-tasker who enjoys working in a busy environment, interacting with students, staff, parents and visitors.

Key skills and competencies

- Excellent organisational skills. Ability to manage and prioritise responsibilities effectively. Proven ability to initiate, plan and work on own initiative.
- Strong communication skills both verbal and written.
- Proven ability to work in a team environment.
- Willingness to engage in appropriate training.
- Understanding of the importance of confidentiality.
- Strong knowledge of computer packages including Word, Excel, PowerPoint and experience of maintaining databases and associated reporting requirements.
- Minimum of 3 years' experience in an administrator role required. School Administrator experience is an advantage.

Key Responsibilities

- Deal with a range of issues relating to pupils including absences, tardiness, illness etc. Act as a liaison between parents and the school.
- Managing and updating all school databases and online records.
 - Maintenance of school management system and associated reporting.
 - Entering new substitute details for teachers and Special Needs Assistants (SNAs) and weekly entry of leave and claims of teachers and SNAs on Department of Education On-Line Claims System (OLCS)
 - Regular updating of school related information to Department of Education online system and associated reporting.
- Greeting and managing all visitors and responding to queries to the school.
- Direct incoming call as appropriate to staff members.

- Providing secretarial support to the principal, including managing principal's diary, drafting letters, memos and minutes.
- Working in close co-operation with Board of Management, Principal and Deputy Principal and performing work requested by them.

Other administrative duties

- Opening and distributing post.
- Placing orders for standard supplies - domestic, stationary and teaching/learning.
- Managing school bus
- Assisting with organisation of parent/student teacher meetings.
- Attending to deliveries – cross checking contents with delivery sheet, reporting errors/ clarifying original order with company.
- Recording, file and maintain an inventory of school resources in conjunction with teachers.