# LIBRA School Job Description

## Role: Administrator

**Salary:** £23,500 - £26,000 gross per Annum FTE, £12.77 - £14.13 per hour dependant on experience.

- Full time Monday – Friday, term time & Inset + 6 days offsite administrative work
- Hours of work
  - 8am to 4pm
  - 8.25am to 4.25pm
- Paid lunch break
- 46 paid weeks per year broken down to the following,
  - 39.2 weeks working onsite (Term Time and Inset)
  - 1.2 weeks* (6 days for full time role, reduced for part time hours) Offsite administration hours
  - 5.6 weeks of annual leave including Bank Holidays

*6 days is for full timers, reduced accordingly for part time staff. These hours are worked outside of term time hours mostly during the holidays, working from home completing general admin work as instructed.

**Start Date:** As soon as possible - can be discussed (pending clearance from the DBS via the completion of an Enhanced DBS Check, as well as at least two satisfactory signed references)

**Location:** Your normal place of work will be the main school site at Edgemoor Court, South Radworthy, Heasley Mill, South Molton, Devon, EX36 3LN. Due to the remote location of the school having your own transport would be preferable. On occasions you might be asked to work at one of the company's other local premises and you would need to be able to do so. Car sharing opportunities are an option from North Devon and Minehead but are not guaranteed by the company.

**Interviews:** Short listed candidates will be invited to the school to attend an interview with the Office Manager and another member of the Administration or Senior Leadership team, followed by some administration-based tests.

**Main Purpose of Job**

As part of the administration team you will be the first point of contact to parents and visitors and provide Administrative support to ensure compliance and the smooth running of the business. This role offers an excellent opportunity for individuals looking to develop their administrative skills with scope to progress within the role.

**Duties are not exhaustive but cover areas such as:**

General duties such as:

- Reception duties, answering the phone, greeting visitors and ensuring they are signed in correctly.
- Overseeing of the shared admin inbox, filtering, replying and redirecting emails.
- Sorting and distributing incoming post and deliveries
- Updating daily attendance register, liaising with parents to find out the reason for unknown or unreported absences, administration of holiday requests for children and attendance data.
- Providing administrative support to the Senior leadership team when required.
- Ensuring updated contact numbers for staff and children
- Data entry for reports and compliance documents (including Health & Safety, Accident reporting and end of term reports etc.)
- Confidential shredding and Filing
- Creating and sending correspondence internally and externally
- Administration of the online Calendar and booking of meetings/visits
- Stationery and Stock takes

- Assisting with timetable changes and distribution
- Assist and invigilate exams as part of the Exams team (full training given)
- Maintaining records including Accidents, and Near Misses reporting/books (and other similar logs)
- Tea/coffee making
- Any other duties under the guidance of the Office Manager

Training and full explanation of all duties above will be provided. We regularly review workloads and tasks in order to allocate duties fairly, and therefore, duties do change from the above list which is provided as a good example.

**Person Specification**

We are looking for someone with the following skills/ attributes;

- Good knowledge of IT skills including Microsoft office suite
- Effective Communication skills
- Ability to work as part of a team
- Good telephone manner
- Attention to detail and a proactive approach to problem-solving
- You must have the ability to prioritise and manage your workload meeting all deadlines where required
- To demonstrate confidentiality and handle sensitive information appropriately
- Be able to work pro-actively and unsupervised and take responsibility for the completion of jobs
- Work in accordance with LIBRA's policies, procedures and good practice
- Experience in a similar environment desirable but not essential

**Responsibilities**

Everyone at Libra has a responsibility for safeguarding and promoting the welfare of children. You will be expected to;

- Contribute to the normal development of the young people with a consistent and caring approach
- Contribute to meetings as required and to assist in the implementation of education plans
- Be able to work closely with all staff and departments and parents
- Adhere to and follow child protection/ safeguarding policies and procedures in order to promote the safety of the children and young people at all times
- Ensure clear and auditable reports and records are kept in line with organisational policy and procedure meeting legislative requirement

**Working with Children;**

- Observing potential signs of distress or abuse and to ensure that the young people are monitored and protected, to report any concerns to senior workers following Libra's Safeguarding Policy and Procedures
- Acting professionally and as an appropriate role model at all times
- Talking and listening to children and observing their behaviour and record significant features
- Work in a manner that reflects the principles of the Children Act and appropriate Libra policies and procedures

**Personal**

To ensure you;

- Keep abreast of good practice in order to develop skills, knowledge and experience
- Report malpractices or suggestive evidence to Senior Management;
- Complete all training required
- Are adaptable, enthusiastic and patient, able to work well as part of a team
- Are open to accepting support if it is felt that you need it to be more successful in your role
- Adhere to company policy regarding the use of social media platforms
- Maintain a professional line between your home and work life
- Are aware there is a potential for exposure to risk of verbal or physical abuse affecting personal health and safety, relating to the direct care of some children and young people

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- Understand the role involves mainly work with periods of standing, sitting, walking. There is a potential for exposure to risk of verbal or physical abuse affecting personal health and safety relating to the provision of care. This will vary depending on the young person and is evidenced in Libra's pupil documentation.

**Relationships with Colleagues**

To be able to;

- Be part of the staff team, supporting colleagues and being prepared to receive support as necessary
- Participate positively in staff meetings as required
- Liaise and support colleagues across the company in a professional manner
- To challenge inappropriate practices as appropriate
- To report to the Office Manager, Principal or other appropriate person, malpractices or suggestive evidence.

**On Site Responsibilities**

To ensure you;

- Report health and safety issues that may arise to the Office manager of Estates Manager.
- Care for the fabric, equipment and grounds
- Are up-to-date with risk assessments relevant to your role
- Are aware of the location of policies and procedures and apply them accordingly.

**Induction, Training and Support**

Libra's induction programme is in place to include guidance on best practice, procedures and protocol in terms of working with children.

Training documents and templates will be provided. Initially you will be supported by an experienced member of staff as a mentor to understand how the company would like you to approach the role. Thereafter you will work much more independently. We are a small team and support is always available.

**Driving Requirements**

If your role requires you to drive company vehicles, in line with Libra's insurance requirements, it is mandatory that you undertake an eye test every two years and to provide a copy of this. To drive a school bus you will require the relevant driving qualification. All staff who drive company vehicles are required to sign the Staff Vehicle Use Policy.

**Safeguarding**

LIBRA is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including reference checks with past employers. This post is identified as being within the scope of Regulated Activity and requires a cleared Enhanced Disclosure from the Disclosure and Barring Agency (costing around £60*). As such all previous criminal convictions deemed to be expired under the Rehabilitation of Offenders Act are required to be declared, this may not negate the applicant from being appointed. On completion of this DBS check you will then also be required to join the DBS Update Service (around £16* per annum) this is an ongoing requirement for all staff at Libra. *payable by successful candidate

In terms of working with children, please make sure you have read all up to date versions of Libra's Safeguarding Policy and Procedures, the DfE's 'Keeping Children Safe in Education' and Guidance for Safer Working Practice for Adults who work with Children and Young People. All of which were sent to you when you took up your post and are available on request from the office.

If you have any concerns you must refer to Safeguarding Policy and supporting Flowcharts, or in discussions with Libra's Safeguarding Lead (Brigitte Dane) or her Deputies (Abi Morgan, Alice Dorman or Nicola Newman). Please see the photoboard in the school's reception area to identify these staff as soon as you arrive at Libra.

You will need to complete a Staff Declaration form – and this is an ongoing requirement which relates to confirming you have no Criminal Convictions during employment at Libra.

If you are a Foreign National or have lived/worked abroad for more than 3 months in the last 5 years, further police checks (or equivalent – depending on which country(ies) of residence) will be required – information relating to obtaining these checks will be provided but the check has to be administered by the candidate as the company cannot perform the check on your behalf due to data protection. Any costs incurred in obtaining such checks are the responsibility of the candidate. (Teachers only: we will follow DfE guidance with regards to employing teachers from overseas).

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**Libra commitment**

LIBRA is committed to ensuring that all members of its community, including young people and staff are treated fairly and equally regardless of their race, colour, gender, nationality, religious or political beliefs, ethnic or national origin, age, gender reassignment, marital status, sexual orientation, social background or disability. Appointments will be made solely on merit.

LIBRA operates a no smoking policy in all its locations.

October 2026

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