

BUSINESS ADMINISTRATOR (COVER)

JOB DESCRIPTION

Reports to: Business Administration Manager

ABOUT JOHN LYON

John Lyon is an academically selective independent day school, based in Harrow-on-the-Hill in North West London. Having educated boys from Harrow and surrounding areas since 1876, John Lyon welcomed its first girls as pupils in September 2021. The School has also moved from being a senior school to an all through 3 -18 school with nursery, thanks to a 2021 coming together with Quanton Hall School in central Harrow.

Academic excellence is at the very heart of what pupils who study here seek to achieve. Pupils' academic standards and personal development were both rated the highest possible 'excellent' in our most recent ISI school inspection.

John Lyon pupils also gain from their time outside the classroom. The School has a strong reputation for opportunities and success in Music, Art, Drama and Sport. Add to this an exciting Co-Curricular Programme focusing on a sense of community, achievement and wellbeing, a range of more than 100 extra-curricular activities, and pastoral care that is second to none, a John Lyon education is designed to nurture high-achieving and happy children.

The John Lyon School campus is spread across six buildings at the senior school, the Quanton Hall school site, and a 25-acre mixed sporting facility in Harrow-on-the-Hill and is part of John Lyon's Foundation. We have a clear set of values that are vital to our community. These values shape who we are, what we do and how we do it.



AMBITION



EXCELLENCE



INNOVATION



RESOLVE



HERITAGE



COMMUNITY



CREATIVITY



ENQUIRY

THE DEPARTMENT

The Central Administration Team (CAT) at John Lyon is the engine room of the School. The team manage and deliver a wide range of operational and administrative duties for the whole School community. A team of 5 staff share an office at the heart of the main School, with a further 3 members based at the Quainton Hall site.

The CAT ensure that academic staff as well as staff from The Bursary, Admissions, Marketing, ICT & Data Management, Examinations, Wellbeing, Estates, pupils and parents are effectively supported throughout the School term. Team members also work collaboratively answering general phone and email enquiries, regularly liaise with parents and pupils and ensure the School day across both sites runs smoothly and efficiently.

RESPONSIBILITIES

The following duties and responsibilities are intended to give a broad indication of the variety of tasks covered by the Business Administrator role. The postholder will be based primarily at the John Lyon main school office.

Principal Duties

- To undertake the administration, organisation and smooth running of the daily cover for staff absence. This involves maintaining the Cover module on the School Management Information System (MIS), recording and arranging cover for classes in the absence of a teacher and relevant support staff, regular monitoring of the cover inbox, responding to enquiries relating to cover, proactively arranging last minute cover and liaison with the HR team, working in conjunction with the academic member of staff responsible for cover.
- To be a member of the School's exam team, assisting with routine admin tasks.

Central Administrative Team (CAT) responsibilities

- Work collaboratively with other members of the CAT across both sites to provide a professional and efficient administrative support service to School staff.
- To carry out routine administration as part of the CAT including, but not limited to filing, scanning, photocopying, routine reports, parent contact, lost property, stationery, postage, email inboxes and responding to general admin enquiries.
- Utilise appropriate software packages and data systems including, but not limited to, the School's MIS (iSams), Microsoft Office 365 (Word, Excel, Outlook, Powerpoint, MS Forms), Sharepoint and Adobe to produce, share and update a range of documents.
- To assist with maintaining pupil data on the School MIS and Parent Portal e.g. change to records.
- To take formal minutes at School briefings and to expedite follow up actions resulting from them.
- Provide general administrative support for Parents' Evenings where required.

- To undertake general routine checks on the School photocopiers reporting issues to ICT, BAM or direct with supplier, as required.
- Monitor and reorder when necessary, stocks of basic stationery items and copier paper.
- Provide routine reception cover when required including greeting visitors, issuing passes (in line with School policy and safeguarding procedures), answering phone, directing calls and taking messages, retrieve and action voicemail and manage the enquiries inbox.
- Assist, where required, with preparation of Staff and pupil ID cards and activate ready for use on relevant systems within the School (e.g. copiers/Live Register).
- Work collaboratively with the IT team to ensure the main office administrative systems are maintained and updated as required.
- To be a Data Protection Champion at John Lyon; ensuring that retention, protection, retrieval, transfer, and disposal of records are accurate.
- Participate in all staff CPD days in order to improve skills and performance, and to keep abreast of current educational and IT developments.
- Contribute to School life, attending Open Days, staff meetings, parent consultation & other School events where required.
- Ensure professional standards and best practice act as key drivers within a culture of continuous service improvement.
- Be a 'brand guardian' to ensure that the John Lyon brand and logo is used correctly throughout School life.

It should be noted that a job description is not an exhaustive list of activities and employees may be asked to carry out other duties commensurate with the grade of the post. The job description may also be amended to take account of changed circumstances and employees will be consulted as and when this is necessary.

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PERSON SPECIFICATION

In making an appointment at John Lyon we look for the person who, during the selection process, best demonstrates their skills and abilities as follows:

	ESSENTIAL	DESIRABLE
EDUCATION & KNOWLEDGE		
Educated to at least A-Level standard or equivalent	X	
Completion of a Business Administration qualification		X
Knowledge of Senior School staff absence/cover requirements		X
SKILLS & EXPERIENCE		
Experience in a customer-focussed administration environment, and with managing enquiries	X	
Experience of maintaining a management information system, ensuring accuracy of data and spreadsheets.	X	
Experience of planning, prioritising and organising personal workload or resources and proactively working with others to achieve team objectives	X	
Experience of using initiative and creativity to resolve problems, identifying practical and suitable solutions	X	
Strong IT Skills e.g Adobe and Microsoft Office 365 including Outlook, Word, Excel, , PowerPoint, MS Forms and Publisher	X	
Ability to deal confidently with sensitively and confidential information	X	
Ability to write and produce clear, accurate letters, detailed reports and convey complex information systematically	X	
Proven attention to detail with the ability to maintain a high level of accuracy whilst remaining calm under pressure	X	
Strong relationship management and communication skills – enthusiastic, approachable	X	
A flexible approach to working	X	
Experience of working in a support or administrative role at a school		X
Experience of minute taking		X
Experience of School Management Information Systems		X

It is the post holder's responsibility to promote and safeguard the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or

welfare of pupils in the School they must report any concerns to the School's Designated Safeguarding Lead.