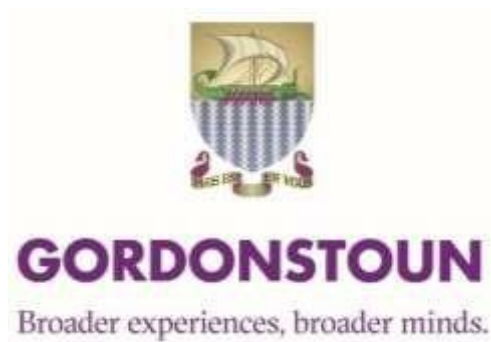




## **EDUCATION ADMINISTRATOR**

**Reports to:** Executive Administrator - Education

**Job Purpose:** Gordonstoun has been leading the way in character education for more than 90 years. Our uniquely broad curriculum provides challenge in the classroom, at sea and in the mountains, on the stage and on the sports fields and enables students to discover the truth in our motto – Plus Est En Vous – there is more in you. The role of the Education Administrator is to support all aspects of education at Gordonstoun. This is a broad role which requires flexible interaction with internal and external stakeholders demonstrating exemplary standards of compliance and efficiency.

**Grade:** 2A

**Responsibilities of all members of staff:**

- Comply with Gordonstoun's policies and procedures on child protection and health and safety.
- Contribute in a positive way to the ethos of the school in line with Gordonstoun's values: Safe; Positive; Improving.
- Carry out any other task as required from time to time in order to support the school.

**Major responsibilities of the role:**

- Provide administrative support in all aspects of academic, co-curricular and pastoral matters, and be a point of contact and support to the wider education team.
- Maintain accurate records on school systems and databases, including SharePoint, iSAMS, SOCS, School Cloud, CPOMS and Evolve.
- Manage communication channels with staff, parents and students through use of shared inboxes and iSAMS with awareness of the need for discretion, confidentiality and the principles of GDPR.
- Support with collation of data for compliance monitoring.
- Arrange, manage and minute meetings as required.
- Support school events, including school photo days, open weekend, productions, student social events
- Support all aspects of recruitment and onboarding of staff
- Undertake specific tasks to support compliance matters in relation to guardianship and visa guidelines, the General Teaching Council for Scotland, Scottish Social Services Council, the Disclosure Scotland PVG Scheme, Nursing and Midwifery Council and Care Inspectorate statutory requirements relating to employees.

- Reception duty and cover as required

**Team responsibilities**

- Contribute to the development and maintenance of education policies and procedures.
- Support implementation of new technologies and systems.
- As a team member at a full boarding school all administrators may be required to work occasional evenings and weekends. Time off in lieu will be given.

### PERSON SPECIFICATION:

| Attributes                    | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Desirable                                                                                                                                                                                                                                                                                                                                                                                                   | Assessment Method                                                    |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| Education and qualifications  | <ul style="list-style-type: none"> <li>GCSE or SQA in Mathematics and English (grade C or above) or equivalent.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>Ideally Highers or A Levels plus a degree or equivalent.</li> </ul>                                                                                                                                                                                                                                                                                                  | <p>Application form</p> <p>Interview and sight of qualifications</p> |
| Skills and experience         | <ul style="list-style-type: none"> <li>Recent experience working in an administrative or clerical role.</li> <li>Excellent IT skills, including recent experience using Microsoft 365</li> <li>Knowledge of data management.</li> <li>Ability and motivation to review and improve practice continuously.</li> <li>Ability to work under pressure and to seek and implement creative solutions.</li> <li>Excellent writing and typing, communication and interpersonal skills.</li> </ul>                                                                                                                                                                                                                                                                                                                                   | <ul style="list-style-type: none"> <li>Creative thinking and problem-solving skills.</li> <li>Particular expertise in maintaining SharePoint sites and libraries for document management and collaboration.</li> <li>Knowledge of data management within a school environment.</li> <li>Experience of working with iSAMS.</li> <li>Prior experience of working within a school or with children.</li> </ul> | <p>Application Form</p> <p>References</p> <p>Interview</p>           |
| Personal skills and qualities | <ul style="list-style-type: none"> <li>Be innovative and creative in developing solutions.</li> <li>A proven track record of strong working relationships with colleagues and external contacts.</li> <li>Friendly disposition and ability to maintain composure under pressure.</li> <li>Work to high levels of accuracy.</li> <li>Take initiative and work independently.</li> <li>Demonstrate a degree of flexibility with the ability to manage conflicting demands.</li> <li>Be able to adapt to changing priorities in a busy working environment,</li> <li>Excellent management and inter personal skills.</li> <li>Ability to build good working relationship with all staff, students, parents.</li> <li>Motivated to complete tasks, seek solutions.</li> <li>Ability to prioritise tasks effectively.</li> </ul> |                                                                                                                                                                                                                                                                                                                                                                                                             | <p>Interview</p>                                                     |

|                  |                                                                                                                                                            |                                                                                                         |                             |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|-----------------------------|
|                  | <ul style="list-style-type: none"> <li>Ability to ensure that change is handled in a responsible and unified manner.</li> </ul>                            |                                                                                                         |                             |
| Child protection | <ul style="list-style-type: none"> <li>Suitable to work with children.</li> <li>A full PVG check will be completed on the successful candidate.</li> </ul> | <ul style="list-style-type: none"> <li>Experience of working with children and young people.</li> </ul> | References<br><br>PVG check |