

## Administrator - Hautlieu

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**Department:** Children, Young People, Education and Skills

**Division:** Hautlieu School

**Reports to:** Manager of Administration Services

**JE Ref:** CYP1261

**Grade:** CS5

**JE Date:** 14/07/2025

### Job purpose

To provide comprehensive administrative support to the Manager of Administration Services and the wider Hautlieu School community, to ensure that the school administration and main reception functions operate professionally and efficiently.

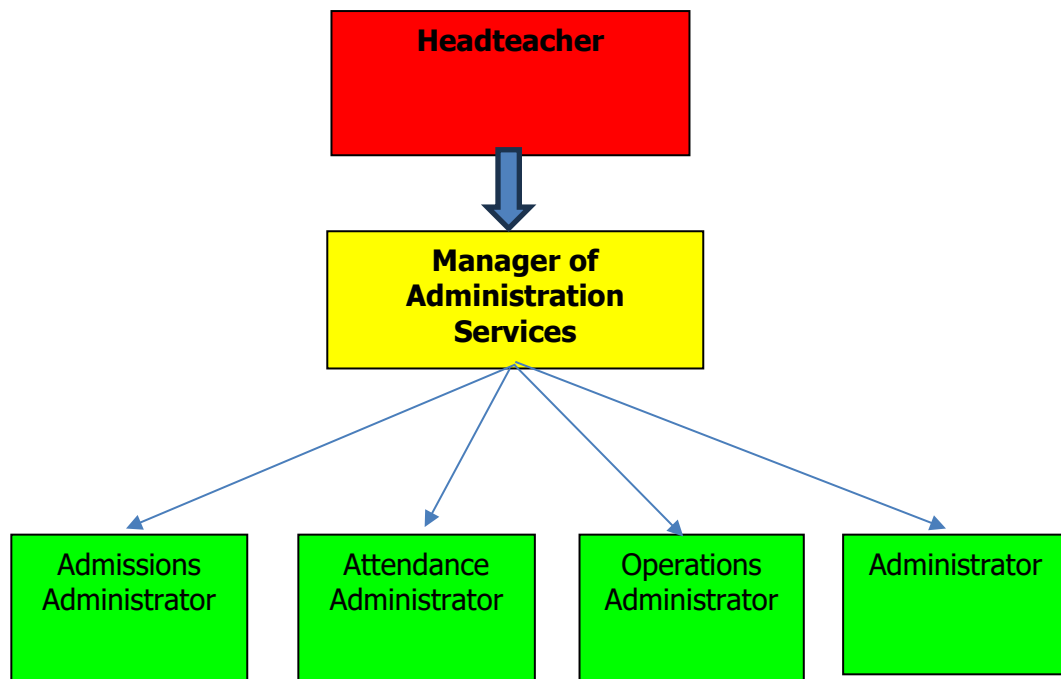
### Job specific outcomes

1. Act as the first point of contact for all visitors and inbound telephone calls by responding promptly and professionally to enquiries, providing accurate and helpful information, and ensuring all scheduled and unscheduled visitors are appropriately announced to ensure a welcoming and efficient front-of-house experience that supports smooth communication and visitor management.
2. Ensure all visitors, including delivery personnel, comply with safeguarding protocols by maintaining accurate records, issuing and collecting visitor badges, and managing secure access — resulting in a safe and controlled school environment.
3. Be responsible for monitoring the main school office voicemail service, distributing messages promptly and to the appropriate colleagues, ensuring timely and effective communication.
4. Undertake a broad spectrum of administrative duties, both routine and ad hoc, including responsibilities related to communications, records management, data systems, and general office upkeep to ensure the smooth operation of school office functions.
5. Manage the administration stationery stock by coordinating with the Finance Office to order supplies within budget, ensuring staff have the necessary resources to operate efficiently.
6. Oversee first aid supplies and procedures by maintaining stock levels, coordinating with the Finance Office for replenishment, ensuring kits are fully equipped and compliant for effective emergency response.
7. Manage student medicines and medical records accurately to ensure safe administration and up-to-date health information for effective student care.
8. Support teaching staff by maintaining accurate textbook records in the library management system, ensuring efficient tracking and availability of resources.
9. Support the Manager of Administration Services and office colleagues by completing

ad-hoc administrative and reprographics tasks as delegated, ensuring deadlines are met and operations run smoothly.



## Organisational structure



## Person Specification

### Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Qualifications</b>  <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i>	5 - GCSE (or equivalent)  The postholder must have a high standard of written and verbal English.	
<b>Knowledge</b>  <i>This relates to the level and breadth of practical knowledge <b>required</b> to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i>	Working knowledge of Data Protection (Jersey) Law 2018.  Understanding of safeguarding principles	Knowledge and understanding of GDPR  Knowledge of safeguarding requirements when working in an environment with young people
<b>Technical / Work-based Skills</b>  <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i>	Good IT skills are essential to this post, (Systems such as Outlook and MS Office products - to include Excel)  Strong self-management and organizational skills are required, with proven administrative experience. The postholder must be a self-starter, capable of working independently, managing workflow, and meeting tight deadlines with minimal supervision.  The post holder must demonstrate good multi tasking skills.  The post requires a high degree of confidentiality and excellent all round communication skills are an essential feature of the work undertaken.	
<b>General Skills/Attributes</b>  <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to</i>	The role requires attention to detail and ability to record information accurately with minimum	

<p><i>delegate, motivation or commitment etc.</i></p>	<p>supervision.</p> <p>An ability to deal calmly and diplomatically with a wide range of people is essential.</p> <p>Good time-management skills; able to prioritise own workload to meet/exceed deadlines consistently.</p> <p>Team player, helping with various tasks as and when required.</p> <p>Able to be flexible and adaptable in an environment where constant interruptions are the norm.</p>	
<p><b>Experience</b></p> <p><i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Previous practical relevant experience of administration work</p>	
<p><b>Criteria relating to Safeguarding.</b></p> <p><i>Other requirements needed to confirm suitability to work with children and/ or adults at risk to include skills, abilities, experience, behaviours and attitude/ motivation and values towards children and/ or adults at risk.</i></p> <p><i>Please include any responsibility for children and / or adults at risk in the role and any safeguarding responsibilities and include whether DBS vetting will be required.</i></p>	<p>An enhanced DBS is required.</p>	

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**Core Accountabilities, Attributes and Behaviour Indicators**

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 6 core accountabilities attributes and behaviour indicators.