



Job Description

Job Title- School Compliance Administrator

Line Manager- Bursar

The School

Dair House School is an independent, preparatory, co-educational, day school for children from rising 3s to 11 years old. It is the smallest independent school in the area with 133 pupils currently. We take great pride in providing a caring and supportive educational environment for our children and an extremely courteous welcome for all parents.

Dair House School was founded in Farnham Common in 1932 and is a not-for-profit educational charitable trust with a non-paid board of governors.

The Administrative Team

The Administrative team consists of the Bursar, the School Secretary and the School Compliance Administrator. This is a tight knit team which supports each other to ensure the smooth running of the School meaning that at busy times the whole administrative team will be expected to offer help and support.

The Job

Compliance

- To maintain up-to-date knowledge of guidance from DfE, ISC, ISI and IAPS
- To review and maintain the Staff Handbook and associated policies
- To update policies on the school website
- To monitor and update all relevant handbooks regularly
- To work with the Director of Studies to maintain informative annual curriculum overviews
- To annually review risk assessments and update as required
- To update other documents as requested by the Head or Bursar from time to time

Pupil Data Maintenance

- To maintain pupil database within Schoolbase including prospective pupils, new admissions and leavers
- To ensure that all relevant documentation is received and checked before pupils join the school
- To oversee class registers and record absence
- To accurately maintain medical and allergy details
- To update contact details for all pupils
- To maintain the schools admissions register
- To ensure the school is compliant with GDPR and the Data Protection Act 2018



Staff Data Maintenance

- To maintain the staff database within Schoolbase.
- To maintain governor contact information
- To record staff absence
- To accurately maintain medical and allergy details for staff
- To update contact details for all staff
- Working closely with the Bursar to maintain the Single Central Register for staff, governors, club leaders, supply staff and peripatetic music teachers.

Accounting Support

- Post purchase ledger invoices to Sage
- Post disbursements to Schoolbase Feemaster
- Assist Bursar in other areas as required

Other

- To help provide initial First Aid response
- To help relay messages to relevant staff/parents
- To assist in the success of the administrative team of Dair House School
- To assist at school events as required, sometimes at weekends and in the holidays

Personal skills

- To maintain confidentiality
- Must be extremely polite and courteous and have an excellent telephone manner
- Must have an excellent knowledge of Microsoft Office- Word and Excel
- Must have fast, accurate typing skills and excellent understanding of spelling, punctuation and grammar
- Must show a willingness to be involved in the wider life of the School
- Must follow the School dress code
- Must be a team player who is adaptable and always offers to help at busy times with any area of school life
- Must have a very good sense of humour and a positive 'can do' attitude
- Ability to work independently using own initiative, as well as part of a very close team
- Experience of using Schoolbase or another school administration system would be desirable although not essential as training can be provided
- Experience of using Sage 50 accounts would be desirable although not essential as training can be provided



DAIR HOUSE SCHOOL

Independent School for Boys and Girls Aged 3-11

Headmaster T.C.Wintle B. Ed (Hons)

We are looking for someone who will rapidly develop a passion of Dair House School and always speak positively of the school.

The successful candidate will carry out duties as the Head or Governors may from time to time determine fall within the remit of the post; and to attend courses as required.

Dair House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.