

Job Description & Person Specification

Job Title:	School Administrative Coordinator
Responsible for:	None
Key internal contacts:	Facilities team, IPAT Training team, Executive Leadership
Reporting to:	School Business Manager
Salary Grade:	£19,917 - £22,506, APT&C Scale 4 (pro rata)
Last Reviewed:	October 2017
Hours:	Monday to Friday, 8:30am – 4.00pm (35 per week, 39 weeks per year)
Primary location:	Woodhill Primary School

Purpose

This role will provide outstanding, operational leadership for all internal organisational opportunities and their associated, effective communication to all relevant stakeholders. By consistently project-managing to the highest standard, the many interlinked events and opportunities within the school calendar, this role will link together a holistic approach to each child's experience of Woodhill, outside of their core teaching & learning, for both them and their parents, carers and associated communities. At all times, this role will provide both a qualitative and quantitative facilities organisational support, marketing and internal communications scope to all stakeholders of the Inspire Partnership Academy Trust.

Principal Duties and Responsibilities

Secretarial Support

- Provide an efficient, responsive, and timely administrative, organisational, and logistical secretarial support to the Executive Leadership of Woodhill, through and not limited to:
 - Travel reservations
 - Governance board / committee paper preparation and dissemination
 - Document proof-reading
 - Copy presentation
 - Preparation of correspondence on behalf of ELT, including the drafting of general replies

Infrastructure and Environment support

- Proactively assist the facilities team in their daily, reactive maintenance tasks during term-time, by enabling each team member to access and achieve their defined workflows each week, ensuring that the school environment remains suitable, compliant, and appropriate to the teaching and learning needs of the children at all times, reducing and eradicating downtime where possible
- Where practicable, ensure the best use of facilities resources and the procurement of fresh maintenance supplies
- Proactively assist the facilities team in their statutory, cyclical compliance through the access and maintenance of Parago, or other asset management system as appropriate
- Be the first point of contact for any external training courses or other bookings, including any curriculum trips and events, onsite or offsite by receiving events bookings & coordinating with internal staff to ensure outstanding fulfillment
- Maintain health and safety standards in line with school, partnership, and HSE policy, including the updating of any major incidents in conjunction with the First Aid responders, including updating any RIDDOR paperwork as appropriate

Internal Marketing & Communications

Under the direction of the School Business Manager, be the lead employee responsible for the effective and efficient execution and implementation of all internal communications. This applies to, but not exclusively the following and any other similar opportunities as and when they may arise in the future:

- All staff internal emails
- Staff notices and noticeboards, and all staff email communications
- Staff Bulletins
- School-wide diary and executive leadership diary commitments
- Employee Intranet
- Facilitation of Staff Meetings / briefings
- Staff Rooms and other room bookings
- Staff Health and wellbeing
- Staff Dinners
- Publishing nights
- INSET
- General event catering stock (tea, biscuits, juices, etc)

Events and hosted networking

- Under the direction of the School Business Manager, effectively and efficiently event-manage, administrate and ensure maximum participation from relevant stakeholders for all hosted events, including all literature and publicity. On occasions, there may also be the need for direct attendance. This applies to but not exclusively the following and any other similar opportunities as and when they may arise in the future:
 - Academic Review Days
 - Parent Evenings
 - Community engagement events
 - Nursery open days
 - Y6 Secondary visits
 - Recruitment days
 - Parent Workshops / Coffee Mornings / etc
 - INSET / Training days

School Clubs, Trips & Journeys

- Under the direction of the School Business Manager, be the lead administrative team member responsible for end-to-end liaison and execution of all school clubs and extended provision, class trips and school/home journeys. Through careful project management, as appropriate, ensure that all clubs, trips and journeys have full inclusion, are legally compliant, cost neutral and provide a substantive enrichment to school life
- In conjunction with other team members, ensure that there is whole-school take-up and usage of our online payment gateway, SIMs Agora, including usage by the Extended Schools' provision

General Administrative and Secretarial Duties

- To be a key member of the front-of-house office team through the efficient handling of pupil, parent and visitor queries; on the phone, through email, face-to-face, and through relevant social media. To receive and relay promptly any telephone messages and deal initially with enquiries.
- Jointly responsible for the maintenance of an efficient and effective filing and archive retrieval system for all pupil data, being mindful of data protection and retention laws as they currently stand and change, communicating such changes to the leadership of the school and advising of any perceived issues that may arise
- Undertake any generalist administrative and clerical duties as directed by the leadership of the school through letters, reports, memoranda and other documentation and the provision of executive support to the Executive Leadership Team, as determined by the School Business Manager
- Carry out basic medical procedures and administer first aid to adults and children
- Undertake any other duties commensurate within the grade and scope of the post as determined by the School Business Manager

Person Specification: School Administrative Coordinator

Criteria	Essential	Desirable	Method of Assessment
Be passionate about enabling learning and wanting our school to provide the best possible learning experiences for all of our pupils			
Safeguarding Children			
Committed to ensuring all pupils in our school are kept safe	✓		Application form
Enhanced DBS check	✓		Application form
This post is exempt from the Rehabilitation of Offenders Act. Any criminal convictions will need to be declared	✓		Application form and interview
Equal Opportunities			
Awareness of, and commitment to the inspire partnership equal opportunities issues	✓		Application form and interview
Awareness of, and commitment to the Inspire Partnership Values	✓		Application form and interview
Qualifications, Knowledge, and Experience			
Confident and outstanding programme management skills	✓		Interview and practical test during interview
Efficient and effective office and administrative procedures	✓		Application form and interview
Setting up and maintaining complex systems		✓	Application form and interview
Competent numeracy skills, with an adequate level of reporting in 'plain language' appropriate to the stakeholder		✓	Psychometric test during interview
Strong literacy skills, with a confident use of written language that can persuade an argument/case	✓		Psychometric test during interview
Ability to use a variety of systems in an office / secretarial environment		✓	Practical test during interview

Hold relevant examinations, or previous experience, commensurate with the duties of the role	✓		Application form, evidence of certificates, interview
Developing Self and working with others			
Ability to influence stakeholders in a warm and welcoming manner to achieve tasks that are sometimes unpalatable or unwelcome	✓		Application form and interview
Creative, innovative character that shows a willingness to try new and different approaches		✓	Application form and interview
Demonstrable commitment to excellent levels of professional conduct	✓		Application form and interview
Committed to engaging all communities in the outcomes of the school	✓		Application form and interview
Commitment to own improvement through professional development / further study	✓		Application form and interview