

JOB DESCRIPTION AND PERSON SPECIFICATION: SENIOR ADMINISTRATOR

**LOCATION:** Belleville Primary School (Belleville Road or Meteor Street sites)

**RESPONSIBLE TO:** The School Business Manager

**SALARY:** Scale 4, Spine Point 10, annual full time salary £24,927 (pro rata for 41 weeks £22,711.27)

**HOURS:** 36 hours per week. Term time only plus two weeks in the school summer holidays (41 weeks per year).

**JOB SUMMARY:** We are seeking to recruit an experienced administrator to ensure the effective operation of key aspects of the school, such as admissions, attendance and data management, working very closely with the school business manager. Depending on experience, there is potential for the right candidate to take on an office management role and/or work towards a business management role. We need someone with excellent interpersonal and organisational skills, a positive and flexible attitude, who can work under pressure and use their own initiative. Experience of working in a similar role is essential, ideally within an academy.

**MAIN DUTIES AND RESPONSIBILITIES**

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| ***Admissions*** |
| * Support the school admissions process, ensuring policies are followed and deadlines are met * Take a lead role in the promotion of the school, and manage admissions queries from parents/carers * Work with senior leaders, the Q1E trust and the local authority, regarding decisions and appeals * Ensure the provision of accurate and timely admissions information to the senior leadership team |
| ***Attendance*** |
| * Oversee the school’s attendance management process, ensuring policies and procedures are clear * Maintain accurate attendance and absence data for all children in the school * Contact parents/carers regarding absence, and arrange attendance meetings and panels * Ensure the provision of accurate and timely attendance information to the senior leadership team |
| ***Data management*** |
| * Oversee school records management, ensuring records are secure, up-to-date and confidential * Ensure the school’s data collection and retention is compliant with GDPR and trust policy * Coordinate the school’s response to subject access requests and freedom of information requests * Ensure any data breaches are recorded and reported in line with the school policy * Liaise with the Q1E trust’s Data Protection Officer for guidance and to ensure GDPR compliance |
| ***Communications*** |
| * Help to develop and distribute school newsletters and communications, including website content * Promptly and efficiently respond to enquiries, redirecting more complex queries as appropriate * Provide advice and guidance to staff, pupils and others |
| ***General office and administrative duties*** |
| * Provide administrative support to the senior leadership team as required * Support the school’s wider administrative duties when required, for example covering reception, filing, photocopying, ordering resources, preparing meeting papers, taking notes, organising events * Contribute to the development and organisation of school systems, procedures and policies |
| ***Additional duties*** |
| * Liaise with office staff in other schools in our trust, to share best practice and ensure coherence * Undertake any general tasks that the school leadership team may reasonably ask |

**All staff are required to:**

* Contribute to the overall ethos, work and aims of the school and the trust
* Understand and comply with all policies and procedures
* Establish constructive relationships with other staff, and with parents/carers and visitors
* Be aware of and support difference and ensure equal opportunities for all
* Recognise own strengths and areas of expertise and use these to advise and support others
* Attend and participate in meetings, events, INSET days and other training or development as required
* Understand how to report concerns regarding Child Protection, Safeguarding, and Health and Safety. **Safeguarding and promoting the welfare of children is everyone’s responsibility.**

**PERSON SPECIFICATION**

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| **We are looking for someone who:** | **Essential** | **Desirable** |
| ***Education/qualifications*** | | |
| English and Maths GCSE grades A-C (or equivalent) | 🗸 |  |
| Degree level |  | 🗸 |
| ***Experience*** | | |
| Has experience of working in a senior office role | 🗸 |  |
| Has experience of maintaining effective office systems and processes | 🗸 |  |
| Has experience of managing school/academy admissions procedures |  | 🗸 |
| Has experience of school/academy attendance management and reporting |  | 🗸 |
| Has experience of using a computer including email, Word, Excel and PowerPoint | 🗸 |  |
| ***Knowledge and Understanding*** | | |
| An understanding of school roles and responsibilities |  | 🗸 |
| Knowledge of school policies and codes of practice |  | 🗸 |
| Awareness of relevant legislation including GDPR |  | 🗸 |
| ***Skills and abilities*** | | |
| Highly organised | 🗸 |  |
| Very good ICT skills | 🗸 |  |
| Very good literacy and numeracy | 🗸 |  |
| A good communicator | 🗸 |  |
| Able to work to deadlines in a calm and confident manner when under pressure | 🗸 |  |
| ***Personal qualities*** | | |
| Motivated | 🗸 |  |
| Proactive | 🗸 |  |
| Flexible | 🗸 |  |
| Committed to equal opportunities | 🗸 |  |
| Respects and values different experiences and backgrounds | 🗸 |  |
| Works constructively as part of a team | 🗸 |  |
| Able to relate well to children and adults | 🗸 |  |
| Able to develop positive relationships with all members of the school community | 🗸 |  |
| Holds high expectations of pupils, adults and self | 🗸 |  |
| Committed to personal and professional development | 🗸 |  |
| Reflective and learns from experience | 🗸 |  |
| An exemplary record of attendance and punctuality | 🗸 |  |

This specification acts as selection criteria and gives an outline of the type of person and the characteristics required to do the job. Essential characteristics are those without which the candidate would be rejected. Desirable characteristics are useful for choosing between two good candidates.