**Elthorne Park High School**

**Senior Administrator**

**Job Description**

Pay scale: Scale 6

**Contract:** 35 hours pw, term time only (38 weeks pa plus 3 to be worked flexibly)

Main purposes of the job

* Under the guidance of senior staff, be responsible for undertaking administrative and organisational processes within the school
* Lead on managing the workload of the office team
* Be responsible for promoting and safeguarding the welfare of children and young people within the school.

Main responsibilities and tasks

### Organisation

1. Contribute to the planning, development and organisation of support systems, procedures and policies
2. Organise the school’s administrative task calendar
3. Organise and manage the school’s (paid) extra-curricular programme – to be introduced in Sept 2021
4. Supervise, train and co-ordinate ad hoc tasks to administration staff as appropriate.

**Administration**

1. Manage manual and computerised record/information systems
2. Produce reports/information/data using SIMS (schools information management system) as required
3. Undertake typing and word processing and parental messaging tasks
4. Provide administrative and organisational support to other staff
5. Undertake administration of complex procedures

### Resources

1. Operate relevant equipment (franking machine, printers, Inventry) and ICT packages
2. Monitor and manage stationery stock within an agreed budget, cataloguing resources and undertaking audits as required
3. Undertake research and obtain information to inform and advise senior staff on matters relating to administration
4. Manage the administration of facilities including use of school premises
5. Undertake basic financial administration procedures and support the finance department as and when required

### Responsibilities

1. Provide occasional cover for the welfare officer and undertake training as required.
2. Support whole school events such as summer results day, open evenings and parents’ information evenings as agreed
3. Adhere to the school’s policies and procedures
4. Contribute to the overall ethos/work/aims of the school
5. Establish constructive relationships and communicate with other agencies/professionals
6. Attend and participate in regular meetings
7. Participate in training and other learning activities and performance development as required
8. Undertake clerical duties commensurate with the level of the post as required by the Head teacher