

Salary: KR7/KR8 depending on experience (Pro Rata salary @ KR8 = £24,930.31)

Working Hours: 37.5 hours per week (30 mins lunch break) 8am to 4pm Monday to Friday, term time only including 5 inset days

Reports to: Head of School

We are seeking to appoint a friendly, professional, efficient and reliable person to manage the team in our busy school office. This post will suit somebody with proven administrative experience, who works well in a busy environment, enjoys finding solutions and who is willing to work as part of a team as well as independently, ensuring there is a smooth transfer of information with other members of staff and ensuring consistency across the Academies.

The successful candidate will be able to multi task, have the ability to keep calm under pressure and to meet deadlines. Experience of working in a school office and knowledge of Bromcom would be advantageous but is not essential, as full training will be provided; you will need excellent IT skills and good initiative. You will need to have enthusiasm for learning new skills and will need to be flexible and adaptable.

Key Duties

Administration

- Provide full administration support for the school and ensure school administration staff are organised, directed, trained, developed and appraised to meet their requirements to support and facilitate the delivery of the Trust strategy
- Manage and action all incoming emails to the school office inbox, in a timely manner
- Complete the weekly newsletter with Head of School, ensuring all necessary updates are included
- Manage all school admissions, In Year Admissions, starters and leaver process. Report monthly School Admission Module figures and manage main Reception intake from Open Days to admissions.
- Organise, manage and create timetable for extracurricular clubs, setting the bookings up on Bromcom
- Update general office procedures to reflect current practice and embrace new technologies
- Assist Finance and HR with specific administrative tasks as and when required.
- Take responsibility ensuring the inputting of key stage data and making sure data is correctly submitted via Collect/DFE
- Ensure completion and submission of the school census
- Ensuring regular, accurate and prompt messages are sent to Parents/Carers as required
- Manage and coordinate Trust schools' annual residential trips, ensuring the booking of the trips and associated communication, Bromcom set up and trip admin
- Assist the school staff and HOS in the organisation of school events; sports days, parents' evenings, productions etc and to organise associated administration and chase outstanding debt
- Maintain FSM lists and process/issue vouchers as required throughout the year

Organisation

- Ensure the effective operation of the school office, so that all visitors, staff and pupils are greeted in a warm and friendly manner, their enquiries are dealt with promptly and they are directed to the appropriate person/location
- Ensure the school office is presentable and deal with incoming deliveries as necessary

HR and Safeguarding

- Update the Single Central Record with all visitors and contractors coming into the school, checking all DBS's
- Keep up to date with safeguarding training
- Safeguarding –oversee entry/exit procedures to/from the school for all staff, pupils, parents, carers and visitors

Resources

- Operate relevant equipment and computing software e.g. MS Office, Bromcom, Outlook, Office 365 and Microsoft Teams
- Maintain stationery stock levels for the office and for some other areas of the school such as the photocopier
- Report and manage any issues with photocopiers
- Work with the Computing Lead to regularly update the website

Management

- Co-ordinate with the office teams in the other Academies within the Trust
- Be responsible for certain aspects of performance management and professional development for the office team
- Line manage office staff

General

- Adhere to and follow Whole School Inspire Expectations
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection; reporting all concerns to DSL
- Carry out all duties with regard to the school's policies and codes of conduct.
- Participate in training and other learning activities as required and to participate in appraisal and professional development
- Set high expectations of conduct, whilst acting as a good role model for others, following the Inspire Wellbeing and Culture Charter
- Ensure that output and quality of work is of a high standard and complies with current legislation / standards
- Other duties as directed by the Head of school