

The school is committed to safeguarding and promoting the welfare of children
In addition, young people and expects all staff to share this commitment



JOB DESCRIPTION

SENIOR ADMIN OFFICER

GRADE: SCALE 6, 35 HOURS PER WEEK TTO + TWO WEEK
RESPONSIBLE TO: OFFICE MANAGER / DEPUTY BUSINESS MANAGER
RESPONSIBLE FOR: RECEPTION & ADMIN OFFICER

PURPOSE OF THE JOB

- To be responsible for day-to-day and overall management of Pupil Admission, Annual Reviews Planning Meetings and any operational matters in relation to Pupils, Admission and Consultations.
- Supporting the school central office with data and administration matters to ensure the smooth operation of schools' activities.
- To provide effective administrative support to the Senior Leadership Team and ensure the organisation and School Office contributes to the effectiveness of the school supporting the learning of children and young people.
- Undertake duties of administrative nature as reasonably requested by the Office Manager/Deputy Business Manager meeting internal processing and reporting.
- To provide cover when required for Reception/Admin and Office Manager in their absence.

THE MAIN AREAS OF RESPONSIBILITY WILL BE:

ADMISSION AND PUPIL INFORMATION

- To manage and oversee the administration of pupil information and co-ordinate the annual review and planning meetings for all current students
- Manage the admission waiting list for the school
- Coordinate in-take and planning meetings for new students
- Overseeing and manage secondary and 6th form reviews working in collaboration with Upper Admin Officer
- Ensure that the student records are kept up to date using SIMS MIS
- Be responsible for overseeing new and transition of pupil within Phoenix and to external organisation
- Provide administration support for Child Protection cases as required by Safeguarding lead or Senior Leader
- Organise transport requirements for students with LBTH and Out of Borough transport service providers
- Organise the transfer of secure information between schools
- Management of transfer letters for new and internal pupils.
- Liaising with Senior Leaders, Safeguarding & Home School Liaison Officer and the AWA in relation to pupils who are not attending school
- Monitor the completion of attendance marks for attendance returns and work with Safeguarding & Home School Liaison officer ensuring accurate data is uploaded by teachers.
- Management of the pupil's exclusion systems and providing relevant training to other team members.

FINANCE

- Monitor the collection of income for Out of Borough students
- Monitor/reconcile the income for SEN funding from the Local Authority

- Record and monitor income for the third party organisation
- Support the Finance Office with updating and maintaining on SIMs records of FSM, MFSM and UIFSM including dinner money collected.
- Support Office Manager/Deputy Business Manager in maintaining financial administration

DATA

- Ensure the integrity of student information on the School's MIS SIMS
- Support the collation of student information
- Provide basic reporting for student information to Senior Leaders and Managers
- Completing all statistical returns, including the school census and attendance returns to the DFE and LA
- Responsibility for pupil enrolment, admissions and secure transfer of data.
- Ensuring that data is managed securely and in line with GDPR legislation
- Updating pupil information using the Learner Record Service
- Maintaining records of students receiving Pupil Premium
- Support the Office Manager and IT with maintenance and management of the School website and Admin Inbox

ADMINISTRATION

- Dealing with front line enquires from staff, pupils, visitors and pupils in person, by phone or e-mail, in a polite, professional and prompt manner
- Liaising with parents, the local authority and any other outside agencies as necessary
- Keeping accurate manual and computerised records
- Generating and issuing standard letters, as requested including end of term, parent evening and pupil infection outbreak letters.
- Providing cover to reception at peak times
- Provide hospitality for visitors and set up refreshments for senior leaders and visitors as required, including conferences and events
- Providing support to school events, training and conferences
- Maintaining the health, safety and security of the school by ensuring that all visitors sign in and are directed to the right person
- Ensuring all duties and responsibilities are discharged in accordance with the school's health and safety at work policy
- Providing administrative support for the Headteacher and Office Manager
- To be responsible for supplying and maintenance of office equipment, e.g. photocopier, franking machine etc.
- Ensure School Journey Trips and Curriculum Activities are supported by booking relevant transport and liaising with external providers for lunches Support with premises managements
- To provide relevant training to new team members iin relation to annual reviews, planning meetings

ADDITIONAL RESPONSIBILITIES AND GENERAL REQUIREMENTS:

- Undertaking any professional duties commensurate with the grade of the post, reasonably delegated by the Executive Headteacher or Business Manager.
- Participating in the school's appraisal and professional development arrangements, ensuring that objectives are set and met within the agreed time-scale.
- Attending and participating in relevant training (including training and development days), sharing the knowledge and ideas gained with colleagues.

VARIATION CLAUSE:

1. This is a description of the job as it is constituted at the date shown. It is the practice of the school to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Executive Headteacher in consultation with the Post Holder.
2. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

FLEXIBILITY CLAUSE:

1. Other duties and responsibilities express and implied which arise from the nature and character of the post within the school mentioned above or in a comparable post in any of the school's other sections or departments.

EQUAL OPPORTUNITIES STATEMENT

To ensure equality of opportunity for all people in service provision and in employment, and to oppose strongly any form of discrimination.

PERSONAL SPECIFICATION



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Selection criteria – please address these in your personal statement	
Qualifications	Have a minimum of Grade C in English and Math’s GCSE level or equivalent Hold a Level 4 Business Administration or relevant qualification or above
Experience	Experience of working as a Senior Admin/Admission Officer. (Candidates who have experience in an educational context will be at an advantage).
	Experience of using and maintaining administrative systems.
	Significant experience of working in a school environment and ability to work and support in a non-mainstream setting
	Experience of using and maintaining School MIS system SIMS including mark books and assessment data.
	Experience of completing School Census
	Experience of recording student records.
	Working knowledge of school financial systems and School Financial Regulations
	Significant experience of working in a school environment and ability to work and support in a non-mainstream setting.
	Working knowledge of school MIS systems and producing reports
Knowledge and understanding	Knowledge and understanding of schools administration & admissions
	Knowledge of SEN and EHCP administration processes and understanding issues affecting pupils with SEN needs.
	Knowledge of School Census Returns e.g. attendance, school census
	Knowledge of safeguarding, Keeping Children Safe in Education and Child Protection.
	Knowledge of good practice in information management and work in a confidential manner and observe and adhere to data protection regulations – e.g. Data Protection Act 2018 and General Data Protection Regulation (GDPR)
	Understanding of and commitment to equal opportunity issues within the workplace.
	Ability to be self-motivated, flexible and well organised to manage at times, unpredictable and variable workloads.
	Ability to meet targets and deadlines in a pressurised environment.
	Advanced computer skills to operate Word, Excel and the school’s management information system to produce letters, reports and spread sheets.
	Ability to communicate effectively, both verbally and in writing.
	Ability to build and maintain excellent professional relationships with children, parents, colleagues and across agencies, dealing sensitively with people and resolving conflicts
	Ability to keep accurate records and analyse data
Personal qualities	Positive work ethic and flexibility to meet the changing demands of the role.
	Ambition, energy, enthusiasm, determination and drive
	Resilience, reliability, professionalism and integrity.
	Thoroughness and efficiency with an attention to detail.
	Commitment to developing the role by undertaking CPD and seeking out opportunities to enhance and update practice.
Other	A DBS enhanced disclosure that is satisfactory to the School.
	Flexible working hours, which may involve occasional out of hours work including holidays to meet the needs of the school.

Phoenix School is committed to the safeguarding and welfare of our children and young people and expects all our staff and volunteers to share this commitment.