

Education Links

Senior Administration Officer

Payscale : SP.30 £25,397.76 - SP.34 £28,574.75 (44 WEEKS 37.5 HOURS)

Job Description

Post Purpose:

- To subscribe to the vision and objectives of Education Links in line with school policies and procedures
- To be responsible for overseeing the effective management and running of the school's administration systems and all that this implies, devising new systems or revising systems as required under direction of the SBM
- To support and administer the financial systems and processes on a day to day basis
- To provide an efficient and confidential PA service to the Principal
- To be responsible for and to undertake the Exams Officer Role
- To participate as a responsible and effective senior member of support staff
- Contribute to the overall ethos/work/aims of the school and meeting the needs of the children
- Be aware of and support difference and ensure equal opportunities for all

Reporting to:

School Business Manager

General

Location	In various premises, at the discretion of SLT
Disclosure	Enhanced

Responsibilities:

These responsibilities are intended as a guide to the range and level of work expected of the post holder. It is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

Customer Focus

- Ensure that the school has a customer care standard and that this is met and adhered to

General Administrative Duties

- To oversee, manage and support admin team with proof reading, the production of student Record of Achievement folders, parent letters, updating diaries and room bookings

Reception

- Overall responsibility for customer care
- Facilities management for Confidential meetings and Governor meetings
- Act as one of the first points of reference, receive callers, children, parents, visitors and telephone enquiries. Offer helpful, friendly, approachable service, hospitality / refreshments and take appropriate action on own initiative, resolve minor matters, refer more serious matters to appropriate members of staff

Communications

- Oversee and manage systems to ensure staff receive messages, mail and information. Ensure general notice boards display relevant/up to date information – School Meals, British Values, Safeguarding,
- Oversee the production and distribution of information regarding the school as appropriate
- Maintain an up to date portfolio of documents in hard copy and digitally, of Ofsted, EFA and DfE regulations (Census)
- Oversee the periodical review of all communications systems, telephone, fax & reprographics equipment, ensuring they adequately meet the needs of the school and adhere to best value principles
- Oversee the design, produce, upgrade, edit and distribute school/home-based bulletins, stationary, statutory notices. Co-ordinate the production of school student reports to parents
- Delegate responsibilities as necessary, keeping line manager informed

Administration

- Responsible for organisation of all aspects of school administration and for the smooth running of the offices
- Provide management information (excluding financial) for the Principal, School Business Manager and Governing Body meetings
- Interpret matters of policy/procedure/statute and ensure schools compliance, initiating appropriate action and developing policies where necessary
- To be the exams officer, lead on exams administration and liaise with examination boards, inspection agencies, schools in all exam issues

Secretarial

- Provide general confidential secretarial service to Principal including minute taking, photocopying, emailing, completing routine forms, taking notes of meetings, typing, correspondence, reports, references, mail, diaries, appointments and meetings, maintain general and confidential filing systems and provide hospitality as required

Finance and Procurement

- To lead on school financial procedures to ensure excellent standards of financial management and sound procurement practices
- Responsible for inventory/ asset management register for all school equipment above £200
- Accounts receivable routines – contract & lettings invoicing
- VAT submittal
- Weekly Cheque Run
- ESFA grant claims
- Bank Reconciliation
- To be the holder of and be accountable for the use of the schools charge cards

Data Management

- Ensure compliance with the Data Protection Act

Admissions

- To oversee all pupil admissions – STEP, NEWLAP and permanent
- To delegate duties around collating and forwarding of all relevant records and the terminate of all documentation and procedures to remove pupils from school active records

Statistical Returns

- Manage pupil data ensuring it is up to date and accurate e.g. FSM figures, attendance, ethnicity codes, Statement status, pupil results, UPNs, etc
- Responsible for all statutory data returns such as Census, roll figures, attendance, absence returns and ensure statutory forms are completed and returned by deadlines

Safeguarding

- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Ensure reporting systems are followed for records of incidents, issues and concerns
- Follow safer recruitment practices by obtaining / administer DBS checks
- Maintain a single central register, ensuring it is up to date and accurate periodically
- Work collaboratively with the School Leadership Team and the Site staff to ensure the school's Health and Safety policies and procedures are followed

Personnel/Payroll/Staffing

- Monitor and record staff absences, complete and send monthly return to the School Business Manager
- Provide Personnel and Payroll provider of any changes to existing staff contract, hours, allowance etc.
- Notify Personnel and Payroll provider of resignation details and provide termination checklist
- To be responsible for the maintaining of individual staff record folders with direction from the Principal

Performance and Line Management

- Regularly review own practice, set personal targets and take responsibility for own personal development
- Take responsibility for your work, encourage and accept feedback from your colleagues and your line manager and respond to or adapt to change as required
- Take an active part in the Performance Management process with your line manager, sharing your success stories as well as your challenges
- Keep an up to date professional portfolio (CPD file)
- Model high professional standards and be a responsible and effective senior member of staff, attending regular meetings with Principal, SLT and the School Business Manager as appropriate
- Provide positive leadership and play a role in the development and management of the school
- Appreciate and support the role of other professionals
- Provide responsible and effective day-to-day supervision for the school office staff
- Transfer knowledge and promote the sharing of skills to other members of the admin team

Other

- Undertake such other duties as the Principal from time to time may direct
- Maintain a CPD portfolio and fully participate in the Performance Management system
- Reimburse the School for CPD under the terms of the Staff Training Agreement if leaving the School's employ, e.g. leaving within 12 months of the completion of a funded course

	Essential	Desirable
Education/Qualifications		
Numeracy, literacy and ICT skills equivalent to Level 2 or above.	√	
Relevant professional training or development.		√
First Aid Training		√
Level 2 or above Health and Hygiene Qualification	√	
Experience		
Working with or caring for children of relevant age.		√
Collaborative and supportive work with colleagues within the organisation	√	
Collaborative and supportive work with parents.		√
Statutory & School hygiene, health & safety procedures	√	
Skills and Knowledge		
Knowledge and understanding of front of house duties	√	
Ability to relate well to young people and adults.	√	
Good oral and written communication skills.	√	
Good listening skills.	√	
ICT skills appropriate to the role, including audio visual and copying equipment.	√	
Effective time management.	√	
Effective and efficient organisation and administrative skills.	√	
Committed to continual personal and professional development.	√	
Personal Qualities		
Work constructively as part of a team.	√	
Willing to work within organisational procedures, processes and to meet required standards for the role.	√	
Be resilient and demonstrates ability to work well under pressure.	√	
Able to adopt a flexible working practice.	√	
Excellent record of attendance and punctuality.	√	
Equal Opportunities		
Commitment to the Academy's Equality and Safeguarding policies	√	

