



Cophall School is committed to the protection and safety of Children and young people.
All staff are expected to share this commitment.

Job Description: **Senior Administrator**

Hours of Work: 36 hours per week (8am to 4pm)

Weeks per year: 40 weeks per year (term time plus 2 weeks)

Pay Scale: Outer London pay point 8-12 depending on experience
£23,218 - £24,788 p.a. plus pension

Reporting to: HR / Office Manager

Purpose of this job:

- To support the Headteacher, senior leadership team and Office/HR Manager with strategic, sensitive and compliance administrative tasks within the busy and thriving school office.
- This role has line management responsibilities for an office administrator and the school meal time supervisors / first aiders.
- Other duties will include management and delivery of some general administration tasks as an integral part of the School office administration team.

Key responsibilities and duties:

- Maintain robust and compliant school processes and procedures to ensure effective and efficient delivery of school operational support.
- Line management responsibility for the school office administrator, delegating and sharing responsibility for tasks in that colleague's job description
- Effective team-working and collaboration with other members of the school office administration team
- Assist processing data protection requests, reporting to the school Data Protection Officer
- Maintain school policy compliance records and own the policy update and approval process, reporting to line manager and senior leadership team as required
- Core part of school office operational team for administration and HR support including but not restricted to tasks on the following list of examples:

Examples of general administration tasks to be managed, delegated and/or delivered include:

- General typing of correspondence including general and specific school letters e.g. trips
- Communication: telephone calls and sending family communications via SIMS In-touch messages and letters
- Recruitment support: check recruitment emails, process interview and reference letters, monitor and chase overdue references, interview schedules
- Assist Office Manager with amending and formatting school policies
- Update Staff publications
- Maintain school staff outlook calendar
- Produce and distribute staff and family newsletters
- Support office colleagues to produce and update school letters
- Covering reception, on a rota
- Administer advance event and room bookings following the school process

- Administer the secondary transfer process from marketing and open events to primary school liaison, applications and onboarding new families
- Ensure information and records are processed and stored to agreed procedures
- Ensure that all administrative activities are carried out in accordance with school policy and procedures
- Ensure that a high level of confidentiality is maintained in all aspects of work

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out other reasonable duties commensurate with the post, as requested by the Headteacher or line manager. This job description may change as the post or the needs of the school develop over time. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation.

Person Specification – Qualifications, Training and Experience:

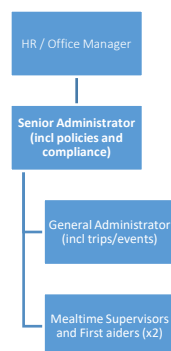
The successful candidate will have strong and relevant experience using school and other technology packages, able to multi-task and prioritise with confidence, have a high level of attention to detail and a warm customer service approach, taking pride in their work and the positive impact it has supporting others.

Essential

- Good qualifications in both English and Maths
- Excellent written oral and communication skills
- Experience working in a team in a similar environment
- Experience of office/secretarial administration
- Experienced in using Microsoft Office packages
- Ability to prioritise and plan own work and work of others to meet deadlines
- Positive attitude
- Adaptable and flexible
- Able to use own initiative
- Excellent time management and organisational skills
- Accurate and speedy typing skills
- Understands how own work contributes to the team and school goals
- Driven to learn, improve self and others, and willing to undertake further training

Desirable

- Experienced and trained in Safer Recruitment
- Experienced in using SIMS and HR software/databases
- Experience of school office administration
- Line management experience
- Experience in event planning including risk management and operational logistics
- First aid qualification
- Familiarity with school meal provision, nutrition and health environment



**A Positive Learning Environment that inspires a passion for learning
so that every student progresses and thrives**