

JOB DESCRIPTION

CHINGFORD FOUNDATION SCHOOL

JOB TITLE:	Senior Administrative Officer
RESPONSIBLE TO:	Senior Vice Principal
RESPONSIBLE FOR:	Administrative Officer and Receptionists
GRADE/PAY RANGE:	SO1 - £26,750 - £27,600 pro-rated salary
HOURS:	36 hours per week 45.6 weeks per year
KEY CONTACTS:	Internal - Staff/Pupils External - Parents

PURPOSE OF JOB

- To be responsible for the delivery of an efficient and effective administrative service to the Trust.
- To provide comprehensive administrative support to the Vice Principals and members of the leadership group as directed.
- To line manage the whole school administrative officer and receptionists.
- To deputise in the absence of the PA to the CEO.

To support learning by:

To provide comprehensive administrative support to the Vice Principals and members of the leadership group.

To maintain a diary for the Senior Vice Principal.

To maintain the school's link with parents, governors and outside agencies via Parentmail, the Website, Newsletter, Bulletins, letters and emails.

To maintain the leadership group calendar and school calendar on a daily basis.

MAIN DUTIES AND RESPONSIBILITIES

Line Management

1. To line manage the whole school administrative officer and receptionists.
2. To ensure and carry out performance appraisals in line with the Trust Appraisal policy; and to ensure that any issues around performance and training needs are addressed.

Senior Leadership Administration

3. To organise all aspects of the Lower and Middle School Presentation Evenings (including schedule of prize winners, mail merged invitation letters, seating plan, script, brochure etc).
4. To organise all aspects of the annual GCSE Presentation Evening (including invitations, seating plan, script, programme, trophy inscriptions etc).
5. Under the guidance of the Chief Executive Officer, manage the administration of exclusion including record information on SIMS, producing and sending letters to parents, completing Local Authority and Government returns, preparing reintegration paperwork and scheduling reintegration meetings as directed.
6. Under the guidance of the Chief Executive Officer, to prepare Fair Access Protocol (FAP) paperwork and supporting documents; liaise with SPL's, Heads of School, Leadership and Local Authority and produce and send the Pre-FAP letter to parents/carers.
7. To maintain a comprehensive list of all policies and notify relevant staff when policies require updating and amendments; process amendment and schedule for Trustees and Governors approval at the relevant committee via the PA to the CEO.
8. Co-ordinate the Extra-Curricular Activities Booklet for inclusion in the school Prospectus.
9. To maintain a record of Performance Appraisal for all staff, including inputting data on staff records on SIMS and report generation as required senior management.
10. To update and produce the Staff Handbook, liaising with Senior Leaders and other staff where necessary.
11. To update the Leadership Group and school online calendars on a daily basis.

Whole School Administration

12. To deputise in the absence of the PA to the CEO.
13. To minute whole school weekly Staff Briefing Meeting.
14. To minute other meetings held in school as and when required.
15. To compile information and produce weekly Staff and Student Bulletins and circulate these by email to staff and governors.
16. To be responsible for the compilation of information and production of the termly Newsletter.
17. To organise Departmental Review Meetings as directed by the Senior Vice-Principal.
18. To process requests for absence and trip applications, photocopying and noting on school calendars as appropriate, as and when required
19. To maintain catering supplies for school events and provide refreshments as required.
20. To organise 'start of term' tables with diaries, planners, associated paperwork.
21. To provide back-up assistance to Lower/Middle School Teams in the absence of the Administrative Assistant.

Data Management/General duties

22. To input data onto SIMS as necessary.
23. To maintain an up-to-date School Policy file, ensuring copies are available on the website and staffroom as appropriate.
24. To support the work of governance including updating the website and organising whole school ballots for Governor vacancies as and when required.
25. To be responsible for reprographics/scanning/shredding as and when necessary.
26. To sort and distribute the daily incoming post.
27. To prepare post for collection, including signed for deliveries, etc.
28. To allocate pigeonholes each academic year for staff.
29. To operate the school's switchboard during school holidays.

Parent Mail/Website Communication

30. To be responsible for Parentmail, including collecting data from parents, updating and maintaining records, preparing and sending emails.
31. To be available out-of-hours in order to send emergency school opening/closure information to parents and staff via Parentmail and forwarding information for the website as appropriate.
32. To maintain and organise the school diary and on-line school's calendar.

General

- These above mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the Trust.
- Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate.
- To be committed to, and comply with, all school policies.
- To comply with all provisions of the Health and Safety at Work Act 1974, any other relevant legislation and with all school and Local Authority Policy and Practice relating to Health and Safety at Work.
- To participate in Performance Appraisal annually, in line with school policy.
- To participate in continuing professional development opportunities as identified in Performance Appraisal and ensuring ability to fulfil role effectively.
- To manage both internal and external relationships, striving for excellence in stakeholder satisfaction.
- To work effectively and successfully in your team within school.
- **OTHER REQUIREMENTS**
 - To have an up-to-date Enhanced Disclosure and Barring Check.
 - To hold a current First Aid Certificate.

SAFEGUARDING

To identify, minimise and always try to prevent interpersonal abuse or violence. All staff must accept their role in safeguarding pupils and vulnerable people and must report actual or potential abuse or violence to the Safeguarding Lead, in the case of pupils, or to the Leadership Group line manager of their work area or the Trust Human Resources Manager, in the case of staff. An appropriate investigation according to the school policy framework will then be undertaken.

Be aware of and update colleagues, as appropriate to comply with current legislation and policies affecting practice, e.g. Children's Act, National Service Frameworks, Child Protection Procedures, Health and Safety and Data Protection.

Name of Post holder

Signature Date

PERSON SPECIFICATION
Senior Administrative Officer

	Essential (E)	Desirable (D)
Training and Qualifications		
Good standard of education	E	
Willingness to receive appropriate training relating to the post	E	
Experience		
Previous experience of work in a busy office educational environment		D
Experience of using Microsoft Packages, including databases and spreadsheets	E	
Experience of managing data and maintaining accurate records and filing systems	E	
Experience in the line management of staff	E	
Experience of organizing meetings and accurate minute taking	E	
Skills and Knowledge		
Ability to effectively operate a full range of ICT equipment and other resources		D
Ability to proficiently use office computer and finance software including word-processing, spreadsheet, database and internet systems.	E	
Ability to work constructively as part of a team, understanding school roles and responsibilities	E	
Excellent organisational and administrative skills	E	
Ability to take instructions and carry out set duties	E	
Excellent communication skills with a wide variety of audiences, including pupils, parents, governors and staff, senior staff.	E	
The capacity to work in an orderly and logical way, prioritising and co-ordinating	E	
To be confident with detailed procedures, e.g. checking, cross-referencing, etc.	E	
Good standard of numeracy and literacy skills		
To be comfortable about working in a fast-moving environment with lots of different elements that need to converge at the right time	E	
Ability to build and form good relationships with students and colleagues	E	

Fine judgment to recognise when to consult and when to act on own initiative	E	
Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation such as Data Protection, Freedom of Information Act.	E	
Personal Attributes		
Ability to show initiative and prioritise one's own work and that of others even when under pressure		
Able to follow direction and work in collaboration with Line Manager.	E	
Able to work flexibly to support others and respond to unplanned situations		
Able to attend evening meetings as required	E	
Efficient and meticulous in organization	E	
Good verbal and written communication and interpersonal skills	E	
Commitment to the highest standards of child protection		
Recognition of the importance of personal responsibility for Health and Safety		
The ability to maintain confidentiality	E	
Desire to enhance and develop skills and knowledge through own professional development	E	
To undertake duties with a professional approach at all times.	E	
Commitment to the school's ethos, aims and Trust Charter	E	