

JOB DESCRIPTION

Job Title: Centre Administrator

Grade:

Grade 2.5: SCP 11 – SCP 24

Purpose of Job Role:

Responsible for the provision of full administration and non-teaching support service to the school being the first point of contact for all visitors and telephone enquiries where applicable.

Duties and Responsibilities:

- Meeting and greeting all visitors at the nominated centre and being the first point of contact for all visitors and telephone enquiries where applicable.
- Ensuring that Safeguarding procedures are carried out with respect to staff, visitors and contractors.
- Confidential administration support for Centre Leads, such as preparation of confidential reports and references for our young people.
- Dealing with deliveries and enquiries from staff, parents, professionals, trades people, etc.
- Diary management, minute taking, arranging meetings and appointments.
- Updating computerised systems, including MIS, and other non-James Brindley ICT systems, as necessary, to a high standard of accuracy.
- General administrative duties including correspondence, photocopying, word processing and data entry.
- General non-teaching assistance and administrative support to teachers.
- Organise, plan and control workloads and procedures including the interpretation and provision of regulations and directives and advise on matters within the scope of the job.
- Preparation and maintenance of filing systems and basic records including young people's records.
- Preparation and maintenance of young people and staff attendance database.
- Preparation of specific young people database returns and records including CENSUS return (where applicable).
- Liaising with the exams team in providing administration support to exams and controlled assessments.
- To keep abreast of current educational developments and undertake relevant CPD when appropriate.

Any other duties as commensurate within the grade in order to ensure smooth running of the school.

Other responsibilities:

1. Take personal responsibility for promoting and safeguarding the welfare of children and young people they are responsible for or come into contact with.
2. Undertake and participate in relevant CPD and appraisal arrangements.
3. Follow all organisational systems and procedures.
4. Abide by and adhere to all Trust policies and practice including health and safety.
5. Support and promote diversity and equality of opportunity for all.
6. Follow data protection procedures and treat with confidentiality any personal, private or sensitive information about individual young people, staff and/or associated organisations.
7. Promote and support inclusive practice.
8. Promote the agreed vision and aims of the Trust.
9. May be required to work at other James Brindley centres as the needs of the Trust dictate.
10. Set an example of personal integrity and professionalism in line with the Employee Code of Conduct.
11. To promote value systems as defined within Keeping Children Safe in Education and to support inclusive practice.
12. To perform other such duties as the line manager, Vice Principal or CEO/Principal may from time to time determine.

By signing this Job Description, you are also consenting to disclose any warnings, convictions and reprimands whilst in employment as soon as it is practically possible.

New post holders are also consenting to annually renew their Update Service subscription.

Team/s: Centre and Administration Team

Responsible to: Centre Lead, CEO/Principal and Vice Principal

Responsible for: n/a

Job description issued after consultation

Signature of the CEO/Principal.....

Date

Copy received by

Signature of the Post holder.....

Date

