

CHANCERY EDUCATION TRUST

Job Description & Person Specification

Chancery Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Title:	Administrator & Pupil Welfare
Line Management:	Head of School

Key Functional relationships
<ul style="list-style-type: none">• CEO• Executive Headteacher/Headteacher/Head of School/ Principal and Strategic Leadership and Management Team• All Teaching and Support Staff• Students and Parents• Local Governing Board• Consultants and Advisors• External Bodies

Generic Responsibilities
<ul style="list-style-type: none">• To commit to the Trust aims for safeguarding and promoting the welfare of children and young people• To work with the leadership team and all staff to establish a thriving, high achieving learning community• To work collaboratively in order to renew, develop and share the vision for the Academy/School and the Learning Community• To be committed to continuous professional development relevant to the post including national development, personal training needs and supporting future career development• To exhibit professional attitudes and encourage professional attitudes amongst all staff• To contribute, at the appropriate level, to the development, monitoring, evaluation and review of the Academy/School's work• To attend relevant meetings and to attend committees or working parties at whole Academy/School level, when required• To encourage and foster active and constructive links with parents and members of the wider community• To develop and maintain effective and positive working relationships with all partners and community organisations• To promote and support the extra-curricular provision• To commit to race and gender equality and opportunities for all• To be aware of, adhere to and promote policies, procedures and codes of conduct ensuring you adhere to updates and amendments• The willingness and ability to be deployed in any Academy/School within the Trust as the need arises• To undertake any other duties commensurate with the post, as directed• To uphold standards in public life

Administrator & Pupil Welfare (OAK)

G.S.S. JD/PS Updated January 2025

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Shared Responsibilities

- Be part of a collective responsibility of ensuring the smooth operations of school administration
- Support and monitor the main school office email accounts and In-App Messages on a regular basis throughout the day and forward/action/respond to all emails accordingly. The email accounts must be also checked and actioned periodically throughout the Academy School closures
- Undertake reception duties, answering routine telephone calls and face to face enquiries and signing in visitors
- To deal competently and professionally with all telephone and face to face enquiries
- Organising the front reception area and ensuring this area is kept tidy and presentable
- Administer first aid to children when necessary, including administering prescribed medicines as required
- To record all first aid and communicate this to parents via the Parent App, email and phone, as necessary
- To record incidents/injuries for staff and visitors and administer first aid when necessary
- To oversee and submit the Pupil Census every term
- Send complex letters to parents i.e exclusion, behaviour, incidents
- To prepare various miscellaneous and statistical returns and any other admin duties as directed by the Head of School
- Preparation for meetings, hospitality and external visitors
- To promote the school and be productive with marketing and PR opportunities in the wider community

Specific Responsibilities

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified

Administration

- To act as schools club coordinator
- To assist with the administration of trips and visits for the whole Academy School
- Support and assist with the arranging of Academy School and PTA events
- Ensure stock levels for all consumables are maintained within the Academy School, including EYFS milk and fruit bookings
- Provide PA/Administration support where necessary

Attendance

- Oversee and check and ensure completion of daily registers following attendance procedure as per the School's Pupil Attendance and First Day Calling Policy
- Work with Local Authority and key school staff to reduce levels of unauthorised absence and promote whole school attendance strategies, issuing penalty fines, attendance letters, meetings with parents where attendance is below specific targets.
- Check accuracy of coding on class registers daily, reporting to the Head of School any issues

- Responsible for checking attendance and that records are up to date prior to the Pupil Census Day – reviewing census data for accuracy
- Produce regular attendance reports as directed by the Head of School, SLT, Trust and Governors
- Monitor the attendance of vulnerable groups of pupils and liaise with key staff
- Provide training to colleagues to ensure they can carry out attendance procedures

Pupil Medical

- Oversee all pupil medical needs in line with the Supporting Pupils with Medical Needs and First Aid and Medicine policies ensuring clear communication with all staff and parents
- Keep records of all pupil medical needs, care plans, medication in school and associated paperwork
- Coordination and management of pupil medication required in school, including emergency medication
- To undertake individual risk assessments for pupils with injuries or medical needs, with support from SLT
- Be responsible for ensuring all medical supplies stock levels are replenished on regular basis including medical bags in classrooms and the school office

Notes

The above responsibilities are subject to:

- This Job description can be amended at any time after consultation between the post holder and the Executive Headteacher/Headteacher/Head of School/Principal
- It is likely that the responsibilities above could change as the strategic leadership and management team develops

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors, telephone callers and email communications.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

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Person Specification

Key Areas of Administrator with Support to Head of School & SLT (KD)	Essential Attributes	Desirable Attributes
Qualifications	GCSE (Grades 9 to 4) English and Maths or equivalent	
Key Competencies	Ability to give clear and strong leadership support Ability to analyse and solve complex issues with an eye for detail Excellent ICT skills with an ability to use a range of IT packages, relevant equipment/resources (Word, Excel) Developing and maintaining manual and computerised office systems Typing, word processing and data handling Ability to work under pressure and meet deadlines Dealing with the public, face to face or via the telephone Experience of working within a very busy office environment Monitoring and keeping accurate and up to date records Ability to work collaboratively with Academy/School networks, outside agencies and other professionals	
Skills & Experience	Minimum of 3 years' experience of working as an Administrator Ability to analyse and solve complex issues with an eye for detail Excellent ICT skills	
Personal qualities	The candidate must: Have the commitment to undertake further training Have respect for the need for confidentiality Be responsible, honest, punctual and reliable and have a sense of humour	

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	<p>Be willing to work with organisation procedures and processes and to meet the required standards of the role</p> <p>Demonstrate good working relationships with others, both inside and outside their usual work team</p> <p>Have the ability to work with accuracy under pressure and be able to meet tight deadlines</p> <p>To be able to analyse data</p> <p>Have good communication skills both oral and written</p> <p>Have highly effective administrative and organisational skills</p> <p>Have the ability to plan and develop effective systems</p> <p>Be flexible and have the ability to work as a team member</p> <p>Be committed to safeguarding children</p> <p>This appointment will be subject to a satisfactory Enhanced DBS check</p>	
<p>Professional knowledge and understanding</p>	<p>Knowledge and understanding of working in a busy school office</p>	