

NORTH BROMSGROVE HIGH SCHOOL

JOB DESCRIPTION

JOB TITLE: Central Office Administrator – Cover and Absence focus

GRADE: Scale 3

RESPONSIBLE TO: School Business Manager

LINE MANAGED BY: Headteacher PA

MAIN PURPOSE OF ROLE:

To provide effective administrative support to the School Office function and be lead point of contact arranging cover and recording absence within the school, working in partnership with the Central Office Administrators within the general office and the General Office Manager to maximise efficiency.

To be collectively responsible for the upkeep and effective running of the School Office. To provide frontline services and deal with enquiries on the telephone, emails or in person. To assist in the Central Office function across the whole school, dealing with administration and secretarial duties as and when required.

KEY ACCOUNTABILITIES:

- Principally to work closely with the senior leader responsible for Cover to ensure that all lessons are covered adequately by agency or internal staff in a timely manner.
- Co-ordinate and record all planned absence such as CPD/trips/appointments etc, ensuring adequate cover is in place liaising with appropriate senior leader.
- Ensure that Leave of Absence forms are completed by staff in accordance with the school policy.
- To ensure that the school's absence policy is implemented and adhered to.
- Maintain sickness and absence records of all staff entering absences on-line using Liberata software and internal SIMS system.
- Provide reports on sickness absence to Headteacher/Business Manager as requested.
- Enter details of all staff absence, including educational visits in school diary.
- Notify Head teacher/Business Manager/HR Manager of long term sickness absence on a regular or required basis.
- Provide monthly absence reports for the HR Manager and Headteacher.
- To assist in the administration and organisation of recruitment evenings, open days and parent evenings and associated events for Main School and to provide ongoing, administrative support for each.
- In partnership with Central Office Administrator for Sixth Form to ensure all student records (Yr9-13 students) and documents are checked and properly maintained, filed and manually/electronically transferred when students arrive and leave. Input above

data onto SIMS and follow up on information raised – communicate this information to relevant parties.

- Input data into school systems as required, assist with streamlining systems and procedures in liaison with the Office Manager
- Be pro-active in setting up and using appropriate systems for monitoring and producing data – in liaison with the Office Manager.
- Assist in updating the school calendar and website as necessary
- Re-rooming including exam requirements.
- Supporting the Exams Officer in managing the Exam Invigilators.
- To assist receptionist in answering calls and booking visitors and dealing with student enquiries.
- To use SIMS InTouch to contact parents/carers.
- To provide general secretarial support for the school as required
- To provide general admin support in relation to both 6th Form and Main school such as organising student photograph and immunisations as and when required.
- Any other tasks deemed to be commensurate with the post or as and when cover is required.
- To promote the vision and aims of the school and set an example of personal integrity, positivity and professionalism
- To have a responsibility for promoting and safeguarding the welfare of children and young people you are responsible for or come into contact with.

Data:

- To assist in producing achievement and behaviour reports as required.
- To use SIMS to input and access data.
- To integrate data on SIMS with other appropriate software packages i.e. Microsoft Excel.
- To extract student information from SIMs in preparation of Governors meetings.
- Assisting with setting up relevant reports/timetables/templates at the start of each academic year in SIMS

Recruitment Administration:

- Assist Head's PA with administration of recruitment including:
 - Preparation of shortlisting and interview packs
 - Preparation of relevant paperwork for new staff and leavers
 - Inputting of personnel information on SIMs
 - Undertaking relevant checks
 - Preparation of staff induction packs

Other duties:

- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.
- Undertake appropriate training where necessary.
- To undertake regular CPD as required to be effective in the role and ensure compliance to statutory and legal requirements
- Provide First Aid support when required if trained
- Any other duties as directed by the Headteacher

PRINCIPAL CONTACTS

School Business Manager, General Office Manager, Senior Leadership Team members, teachers, school support staff, students and Local Authority staff.

Notes:

- The school reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the school's Equal Opportunities Policy

Date of Issue: November 2021

**NORTH BROMSGROVE HIGH SCHOOL
PERSON SPECIFICATION**

Post: Central Office Administrator

	Essential	Desirable	Method of Assessment
Experience: It is essential/desirable that the post-holder has/is	Use of Microsoft Office applications Evidence of working in an office environment	Experience of working in a school environment	Application Form Interview References
Education / Qualifications / training	GCSE level C or equivalent in English and Mathematics	Relevant IT qualification/ECDL Received training relevant to post	Application Form Certificates
Skills and abilities	Knowledge of working with databases/management information systems Ability to plan ahead ICT skills to provide reports and correspondence Ability to prioritise workload Good numeracy and literacy skills Accuracy and attention to detail Well organised and efficient time manager Ability to use own initiative Reliable and trustworthy Work as part of a team and knowing own responsibilities within that team	Working knowledge of SIMS.net Negotiation skills Data management skills	Application Form Interview References
Other factors	Willingness to be flexible in working hours A positive approach to young people		Application Interview