



Sir James Smith's School

OPERATIONAL & ADMINISTRATIVE LEAD

JOB DESCRIPTION

Job title:	Operational and Administrative Lead
Grade:	Grade G - £24,294 to £28,771 pro rata
Hours:	37 hours per week, term time only + 5 PD Days and 12 additional days to be worked in the holidays
Commencing:	As soon as possible
Responsible to:	School Administrator
Direct supervisory responsibility:	Admin Staff

Main Purpose of Job

To assist in the efficient running of the school's administrative function and SIMS Network ensuring accurate data and compilation of reports, returns and statistics as required by the school. To develop an office team that delivers and meets the needs of the school. To work with and supervise the First Aid team, ensuring that First Aid cover is provided every day.

Duties and Responsibilities

General administration

- 1) To supervise and manage the administrative staff in the provision of administrative and secretarial support in such areas as correspondence, reports and publications, updating and extracting of computer information, filing, reprographics and mail procedures, ensuring high quality levels of services are established and maintained.
- 2) To conduct regular appraisals for those administrative staff that are line managed by the Office Manager, ensuring development needs are identified and addressed through the provision of appropriate training, as agreed with the headteacher.
- 3) To assist in ensuring the updating and accuracy of data on the SIMS network. To liaise with the School Administrator and other departments as and when required.
- 4) To deliver training for staff in the use of SIMS and other office systems, as required.
- 5) To be responsible for the setting up of parent's evenings and the organisation of the evening, including refreshments.
- 6) To be responsible for school events throughout the year, including Record of Achievement.
- 7) To liaise with and assist the Senior School Leader responsible for transition.
- 8) To oversee the implementation of the school's communication strategies, including managing the Enquiries' e-mail, Group Call platform, school answerphone system and facebook page.

- 9) To work with and supervise the First Aid team, ensuring that First Aid cover is provided every day and Risk Assessments are in place.
- 10) To liaise with Student Transport, actioning any day-to-day issues with regard to the running of the buses and taxis.
- 11) To liaise with and help co-ordinate the School Photographer and their visit once a year.
- 12) To oversee the distribution and security of administrative and stationery goods received and to ensure that effective systems of stock control are in place.
- 13) To welcome visitors, ensuring signing in procedures are followed, receiving and prioritising incoming telephone calls, dealing with them appropriately including accurately recording messages as required.
- 14) To attend meetings as required.
- 15) To be responsible for overseeing the maintenance of accurate pupil records on computer, including assisting in the inputting of data, production of lists, reports, statistics and other student information as requested by members of the senior management team.
- 16) To organise with training providers the relevant training courses for staff in accordance with their training needs.
- 17) To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and other information of a sensitive or confidential nature in the school.
- 18) To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
- 19) To maintain confidentiality of information acquired in the course of undertaking duties for the department.
- 20) To be responsible for your own continuing self-development, undertaking training as appropriate.
- 21) To undertake other duties appropriate to the grading of the post as required.

Sir James Smith's School
OPERATIONAL & ADMINISTRATIVE LEAD

PERSON SPECIFICATION

Job title: Operational & Administrative Lead

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Relevant Experience	<p>Minimum of 3 years administrative work experience, to include supervisory duties and those associated with running an office.</p> <p>Practical experience of word processing, e-mail and other office electronic applications.</p>	<p>At least 5 years administrative work experience, working within a school/college environment.</p> <p>Experience of SIMS.</p>	<p>Application form</p> <p>Interview</p>
Education & Training	<p>Attainment of 'A' level qualifications or equivalent.</p> <p>Attainment of GCSE qualifications in Maths and English (or equivalent).</p>	<p>NVQ level 3 in administrative or related field.</p> <p>OCR level 2/3.</p>	<p>Application form</p> <p>Interview</p>
Special Knowledge & Skills	<p>Numeracy and literacy skills.</p> <p>Wordprocessing and typing skills.</p> <p>Communication and supervisory skills.</p> <p>Good organizational skills.</p>	<p>Knowledge of the school's administrative systems, both manual and computerized.</p> <p>Knowledge of SIMS.</p> <p>Knowledge of electronic display and presentation formats.</p>	<p>Interview</p>
Any Additional Factors	<p>Self-motivated and enthusiastic.</p> <p>Team worker.</p> <p>Professional and friendly approach.</p> <p>Discreet and confidential.</p> <p>Meticulous.</p> <p>Comfortable with children and young people.</p>		<p>Interview</p>