

Job Description for the Post of School Office Administrator, The Link School, Satellite and Cottage site

Job Purpose:

To provide effective and confidential comprehensive administrative support to the School Business Manager and School Principal, to ensure the smooth and efficient running of the satellite. Under the direction of the School Business Manager to be responsible for the day-to-day organisation and administration of the satellite & Cottage office and its procedures.

Key Responsibilities:

In conjunction and in support to the School Business Manager

Safeguarding

- Maintain (including daily update of) Single Central Record (SCR) for safeguarding
- To ensure that the SCR is complete and accurate at all times and complies with the requirements of OHCAT Safeguarding policies and procedures
- Prior to the arrival of Supply and Temporary/other staff ensure liaison with Agencies for full ID compliance forms and approval
- Prior to the arrival of Contractors ensure compliance forms and approval as applicable in line with OHCAT procedures
- Attendance at all safeguarding (and related) training as required by the school

Secretarial and Administrative

RECEPTION/TELEPHONE

- Receive all visitors, callers and inquiries, deal courteously and efficiently with all visitors, parents, local authority officials, medical officers, suppliers etc. Maintain a visitors' book.
- To deal effectively with telephone calls, transferring callers to relevant staff and taking and passing on messages when required
- Receive all incoming calls/emails to the satellite, responding to, routing/taking messages. Obtain or make outgoing calls as requested
- To ensure the reception area and office remains tidy and that literature and forms are updated and replenished as necessary
- To monitor entry systems for the satellite gate and reception area
- To issue passes to visitors with reference to the school's child protection policy
- To ensure contractors sign in
- Communicate and contact parents using Arbor and telephone
- Responsible for the provisions and providing refreshments as appropriate to visitors
- To be aware and support the school's (OHCAT) commitment to equal opportunities. To ensure a commitment to equal opportunities in all aspects of practice

MAIL, E-MAIL & WORD PROCESSING & ADMINISTRATIVE

- Word process letters, reports, flyers and notices etc as required
- Stamp and post outgoing mail
- Keep all filing up to date
- To monitor the school email account, responding to enquiries or forwarding messages to the correct recipient as required
- To open and distribute incoming mail
- Distribution of outgoing letters, newsletters, leaflets etc
- Duplicating/photocopying of school correspondence, filing and any other administrative tasks in the satellite school office
- Ordering of appropriate stationery and school supplies and checking deliveries against delivery notes and arranging delivery to the correct recipient
- Maintain and update records on the school system as appropriate
- Count, record, reconcile petty cash
- Attendance – to be responsible for all duties relating to ensuring good attendance including registers on the satellite & Cottage sites twice daily. Monitor children's holiday requests and track leave
- Arranging collection of any school monies, fundraising, etc and accounting for the same and preparing for banking on the satellite site
- In conjunction with the Office Manager maintain records of children with medical needs on the school system
- Produce returns required by the DfE and LA, including the School Census
- Communicate and contact parents using Arbor and telephone
- Responsible for providing refreshments as appropriate to visitors
- Organise weekly satellite on-line shop
- Social Secretary – organising regular staff outings maintaining good morale amongst staff

FIRST AID AND WELFARE

- Be aware of the school and OHCAT ethos and priorities of care and support for the children
- Administer First Aid (take 1 day course), deal with minor injuries and sickness
- Provide a change of clothing when necessary, ensuring the area is clean and hygienic
- Inform parents of emergency contact when necessary
- To care for distressed children (all staff)
- Liaison with parents regarding Student needs following injury or illness at school
- Ensure that all accidents or injuries are recorded at the appropriate level

ADMISSIONS AND LEAVERS

- Liaise with schools regarding transfer of students
- Liaise with staff as appropriate regarding Students joining the school and any needs identified, including, but not exclusively, SEN, Dietary and Medical etc and record these on the school system
- Ensure that all leavers have correct paperwork completed and that files/CTF are forwarded in a timely manner

STUDENTS

- Prepare and maintain the various student information sheets and database on the school system
- Type and maintain confidential records and reports
- Maintain the school's student satellite attendance register – generating weekly register sheets and ensuring attendance module is up to date on the school system
- Notify lunches to WPA site and provide or organise emergency cover in distributing meals to students
- Arrange medical, dental and other inspections, sending forms to parents etc
- Arrange group outings/journeys; parent notification/authorisation, finance, cancellation of lunches, minibus bookings, and equipment list
- To pass on any children's protection issues to named Designated Safeguarding Lead (DSL), Child Protection Officer (all staff)
- Responsible for school uniform – ordering from supplier, selling to parents etc.
- Maintain the diary for annual reviews on the satellite site and attend annual review meetings, making a note of the discussion and action points required
- Liaise with teachers and therapists, the annual review chair and the student's Local Authority to ensure Annual Review paperwork is received according to expected code of practice timelines
- Monitor and keep a record of annual review returns

OUTINGS AND EVENTS

- Help where necessary to make arrangements for outings, receiving quotes, booking coaches and tickets and sending out relevant paperwork and forms to parents
- Help where necessary to prepare letters to parents regarding visits
- Help where necessary with arranging sports days, special events etc

INVENTORY AND SUPPLIES

The following duties are to be carried out in liaison with the Office manager or Site Manager as appropriate.

- Maintain inventory including location of fittings, fixtures, furniture, furnishings, and school equipment.

THE LINK ASSOCIATION

- Support and assist in organising events, fundraising etc.

Additional notes

- Job Descriptions are to be reviewed annually
- The responsibilities listed above are the essentials of the post; it is always open to the postholder to propose ways of extending these responsibilities

Person Specification for the Post of School Office Administrator

The Person Specification shows the abilities and skills you will need to carry out the duties in the Job Description. Shortlisting is carried out based on how well you meet the requirements of the Person Specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your Application Form. If you are selected for interview, you may be asked also to undertake practical tests to cover the skills and abilities shown below.

| Area | Requirements | Essential/Desirable |
|-------------------------------|--|---------------------|
| Qualifications | At least 5 GCSEs or equivalent qualification (i.e. NVQ Level 2) or experience in relevant discipline | Desirable |
| | Good numeracy/literacy skills | Essential |
| | First Aid at Work Certificate (training can be provided) | Desirable |
| Knowledge | To be able to operate the school's computer-based administrative system in a secure manner, inputting and retrieving data including student records, in accordance with school policies and practice | Essential |
| | Good typing and keyboard skills | Essential |
| | Communicating information – identifies and uses the most effective means of communication appropriate to the situation and the individuals involved | Essential |
| Experience | Experience of working in an office environment | Essential |
| | Experience of using Microsoft packages including Word, Outlook and Excel Databases to compile data, produce reports and letters | Essential |
| | Experience of working in a school | Desirable |
| | Knowledge of school office processes and procedures | Essential |
| | Experience of providing support to staff and the public | Desirable |
| | Experience of financial administration such as cash handling | Essential |
| | Experience of working with children with special education needs | Desirable |
| Skills & Abilities | Ability to work to a high level of autonomy, including determining and organising information; to work under pressure and with initiative | Essential |
| | Ability to maintain confidentiality at all times and ensuring that confidential data is handled in a sensitive manner | Essential |

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| | Able to communicate effectively (both verbally and in writing) at all levels to a variety of audiences e.g. students, staff, parents, visitors and contractors | Essential |
| | Excellent, courteous telephone and reception manner | Essential |
| | The ability to work under pressure and meet agreed deadlines | |
| | A methodical approach to information gathering, recording and reporting | |
| | Understanding the needs of vulnerable young people with challenging behaviour | Desirable |
| | Ability to produce letters and standard reports | Essential |
| | Ability to work on own initiative and as part of a team | Essential |
| | Commitment to own personal and professional development | Essential |
| | Excellent organisational skills and record keeping. Able to track and report bookings, meetings and conversations | Essential |
| Personal Attributes | Excellent communication skills | Essential |
| | Effective interpersonal skills | Essential |
| | Good listener | Essential |
| | A commitment to safeguarding and promoting the welfare of children | Essential |
| | Ability to relate well to children and families | Essential |

Orchard Hill College & Academy Trust is proud to be a Disability Confident Employer, committed to creating an inclusive and supportive workplace for all.

Orchard Hill College & Academy Trust 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.

*This **Job Description** and **Person Specification** is current but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in job requirements which are commensurate with the job title and grade in line with the school's changing needs.*

*In line with the statutory guidance in Keeping Children Safe in Education, the Trust reserves the right to request and review references **prior to interview** as part of our safer recruitment process. Any concerns raised will be followed up with the applicant before a recruitment decision is made.*