

JOB DESCRIPTION

JOB TITLE: Senior Admin Officer
RESPONSIBLE TO: Headteacher

PURPOSE OF JOB: The Senior Admin Officer oversees the daily administration of the school office, including the supervision of two administrative staff. Reporting to the Headteacher, the Senior Admin Officer also supports the Senior Leadership Team (SLT) with the smooth running of the school.

SKILLS REQUIRED:

- Ability to organise and maintain the administrative procedures and systems of the school.
- Ability to work with minimal supervision and direction as well as the ability to multi-task and use initiative.
- Ability to work calmly in a busy environment, as a member of a team or as an individual, with a flexible approach to work to meet changing demands.
- Ability to form close working relationships with the Headteacher, Senior Leadership Team and other key personnel.
- Ability to work collaboratively with key personnel throughout The Quill C of E Trust.
- Ability to communicate clearly and provide excellent service to parents/carers, visitors, and external companies with a friendly manner.
- Confidential approach to all information and situations.
- Proficient in the use of Microsoft Office (Word, Excel, PowerPoint).

CORE DUTIES AND RESPONSIBILITIES:

Admissions

- Oversee all 'in-year' admissions for the school liaising with teachers, parents, children and external stakeholders.
- Oversee all new 'Reception' admissions including 'ranking' places according to our Admissions Policy; working with staff to allocate children to classes; organising parent meetings and transition visits; overseeing all communications to teachers, parents and external stakeholders; monitoring the receipt of data collection for children and arranging enrolment.
- Oversee all new 'Nursery' admissions including offering places in accordance with ratio numbers; organising parent meetings and transition visits; overseeing all communications to teachers and parents; monitoring the receipt of data collection for children and arranging enrolment.
- Prepare relevant paperwork within agreed timelines for school admission appeals.
- Process new starters and leavers including data input onto Bromcom (the school data management system) and sending/receiving common transfer files (CTF) files to and from other schools.

Communication

- Draft letters to parents for sign off by the SLT.
- Proofread letters and communications written by staff and edit where required.
- Communicate regularly to parents using Bromcom.

- Oversee an annual review of the School Prospectus, liaising with the SLT, and regularly review throughout the year.
- Regularly check the school website to ensure information is relevant, and arrange updates when necessary.
- Prepare an annual Parental Questionnaire, monitor responses, report results to SLT and preparing the results for publishing.
- Regularly draft posts for publishing on the school Facebook page.

School/Office Administration

- Conduct the termly school Census return and upload to the Department for Education (DfE) site.
- Oversee 'end of year' processes and procedures.
- Oversee and update the school calendar ('Diary Dates'), meeting regularly with the Headteacher to discuss forthcoming events and actions required.
- Oversee the Early Years Headcount and report to Bolton Council within agreed timelines.
- Oversee administrative workflows throughout the school, ensuring deadlines are met.
- Supervise members of the school office and carry out annual appraisals, with initial support/guidance from SLT.
- Delegate tasks where appropriate to the school office staff.
- Organise regular school statutory health checks including the annual Flu Vaccination program.
- Carry out other administrative tasks as and when required.

Customer Service

- Regular communication with parents/carers, external companies and services.
- Ability to deal with and respond to admin/office issues or complaints which may arise, with support/guidance from SLT.

Events/Initiatives

- Active member of the PTA assisting with the organisation of events.
- Oversee the income/expenditure for the PTA including banking money and, with support from the Finance team, keep accurate income/expenditure records.
- Organise Leavers Hoodies, Books and Party for our Year 6 children.
- Organise regular and other unplanned initiatives as and when required.

Software

- Ability to use data management systems and portals.
- Ability to use an iPad.
- Ability to use general office equipment.

PERSON SPECIFICATION

	Essential	Desirable
Experience, Qualifications and Knowledge	<ul style="list-style-type: none"> • Experience of supervising staff. • Experience of working in a pressurised environment. • Ability to work accurately and effectively. • Ability to work in an organised manner. • A sound knowledge of Microsoft (Word, Excel, PowerPoint) and a range of computer applications. • Good keyboard skills. • Experience of using online and social media. 	<ul style="list-style-type: none"> • Previous experience of supervising staff in a school office. • Knowledge of media, including social media. • An understanding of up-to-date safeguarding requirements and best practice. • Working knowledge of schools MIS system 'Bromcom'.
Leadership Skills and Abilities	<ul style="list-style-type: none"> • Ability to supervise and work with others as members of a team. • Handling confidential data and using an electronic database. 	
Personal Qualities	<ul style="list-style-type: none"> • Ability to communicate with a range of audiences including children, parents/carers, colleagues, senior leaders, Governors and visitors. • Ability to demonstrate enthusiasm and commitment to the role. • Ability to take on additional tasks as and when required. • Ability to work under pressure. • Good interpersonal skills. • Ability to work independently and as part of a team. • Commitment to uphold the Christian Ethos and vision of the school. • Ability to work flexibly to meet deadlines and respond to unplanned situations. • Excellent time management. • Excellent record of attendance and punctuality. 	
Other	<ul style="list-style-type: none"> • Committed to safeguarding and promoting the welfare of children, young people, and adults at risk. • Committed to Health and Safety. • Committed to equal opportunities and inclusion. • Compliance to Data Protection Act 2018 and GDPR principles/ requirements; understanding and commitment to safeguarding principals/ requirements. • Works well with people at all levels. • Have a positive attitude to personal development and training. • Organised approach to tasks, with a keen eye for attention to detail. 	