



Boundary Way, Penn,  
Wolverhampton WV4 4NT  
Tel: 01902 556530  
Email: [enquiries@hswv.co.uk](mailto:enquiries@hswv.co.uk)  
NOR 1773 SIXTH FORM 372

### **SENIOR ADMIN OFFICER**

**Required as soon as possible**

**NJC Grade 5 (estimated actual salary £25,824 - £28,985)**

**37 hours per week**

**Term Time Only**

We wish to appoint an experienced administrator to provide effective and efficient administrative and clerical support to the Headteacher and Senior Leadership and Management Team. The successful candidate will also play a key role in supporting school governance under the direction of the School Business Manager.

This is an exciting opportunity to join a vibrant, warm and welcoming school community. Our staff are well motivated and work with colleagues within and beyond the school and trust to ensure continuous professional development and develop best practice.

Highfields is a proud member of Lykos Multi Academy Trust, an active learning community committed to providing high quality and inclusive education for all.

#### **Our Business Support Team offers:**

- Experienced and supportive staff
- A creative and collaborative working environment
- Opportunities for personal development
- Generous holiday entitlement
- Membership of the Local Government Pension Scheme through West Midland Pension Fund
- Access to the Cycle to Work Scheme

#### **As a school we offer:**

- A vibrant and exciting comprehensive school which is culturally and ethnically diverse
- Excellent examination results
- Outstanding student progress
- Well behaved students who are eager to learn
- Supportive parents who want the best for their children
- A large Sixth Form
- Modern and stimulating teaching facilities
- Excellent CPD opportunities at all levels

Please submit applications through [TES](#)

We strongly encourage prospective applicants to visit the school before applying. To arrange a visit, or to discuss this vacancy further, please contact Mr A Darkes – School Business Manager: [adarkes@hswv.co.uk](mailto:adarkes@hswv.co.uk)

**Closing date:** Monday 24<sup>th</sup> November 2025 at 9am

**Interviews:** To be advised to successful applicants

**Highfields School is committed to safeguarding and promoting the welfare of children and young people**

This post is subject to satisfactory pre-employment checks including an Enhanced DBS Check and 2 very good references. For full details, please see our Recruitment Privacy Notice available from our Trust website: <https://www.lykos.org.uk/our-trust>



## HIGHFIELDS SCHOOL

### Job Description

<b>Post Title:</b>	<b>Senior Admin Officer</b>
<b>Purpose:</b>	<ul style="list-style-type: none"><li>• To provide efficient and effective administrative and clerical support to the Headteacher and Senior Leadership and Management Team (SLMT).</li><li>• To support the School Business Manager with school governance and administration.</li><li>• To organise external cover for staff where needed.</li></ul>
<b>Reporting to:</b>	School Business Manager
<b>Responsible for:</b>	Not applicable
<b>Liaising with:</b>	Headteacher, all staff, Trust Central Services Team, parents/carers, external agencies
<b>Working Time:</b>	37 hours per week, Term Time Only 7:30am – 3:30pm
<b>Salary/Grade:</b>	Grade 5
<b>Disclosure level:</b>	Enhanced

#### Supporting the Headteacher

- Provide secretarial, administrative and clerical support to the Headteacher.
- Manage the Headteacher's diary.
- Manage all enquiries prior to their referral to the Headteacher.
- Manage the complaints procedure on behalf of the Headteacher, ensuring all complaints are recorded and responded to in a timely manner.
- Administer the exclusions process on behalf of the Headteacher, ensuring timely and accurate recording of all suspensions and exclusions.

#### Supporting SLMT

- Provide administrative and clerical support to the Senior Leadership and Management Team.
- Liaise with the Senior Leadership Team to maintain and update the school calendar.
- Contribute to the organisation and administration of whole school events led by SLMT.

#### Governance and School Policies

- Support the School Business Manager in ensuring the school is compliant with all relevant legislation.
- Maintain a register of school policies and coordinate the review and approval cycle, including publishing updated policies on the school website as required.
- Ensure Locally Agreed Policies are updated as and when required.
- Provide effective management of public facing information, ensuring this is accurate and up to date.

- Manage the flow of information between the Local Governing Board and Trust Board in consultation with the Trust Governance and Compliance Manager.
- Maintain the school's online governance portal.
- Ensure the school's Risk Register is monitored and up to date, reporting identified risks in a timely manner.

### **Administration and Clerical**

- Monitor the school Enquiries email, ensuring information is passed on to the relevant staff in a timely manner.
- Manage the administration of school trips, ensuring all paperwork is fully compliant and maintaining an up-to-date register of all trips and visits.
- Keep accurate records of students' medication requirements.
- Keep an up-to-date list of staff who are trained to administer student medication, ensuring adequate CPD is in place for these staff.
- Support the Designated Safeguarding Lead in obtaining safeguarding letters of assurance from all service providers, and Alternative Provision Quality Assurance/Risk Assessments (QARAs) from all Alternative Provision providers.

### **Cover Management**

- To be responsible for sourcing supply staff, ensuring value for money and quality of provision.
- Liaise with HLTAs to identify teaching cover requirements.
- To ensure that safeguarding checks are received for all supply staff.
- To liaise with departments and HR to coordinate the induction for long term supply staff.
- To keep an accurate record of supply staff used.
- To approve agency timesheets and liaise with the Finance Department to process invoices.

### **Quality Assurance**

- Implement and adhere to school quality procedures.
- Contribute to the process of monitoring and evaluation in line with school procedures including performance criteria.
- Contribute to the review of procedures and protocols.
- Ensure all procedures and materials used are GDPR compliant.

### **Communications and Marketing**

- Communicate effectively with students and staff as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- Follow agreed policies for communications in the school.
- Maintain confidentiality of information acquired in the course of undertaking duties for the school.
- Take part in marketing and liaison activities such as Open Morning.
- Support events and meetings held outside normal school hours.

### **Other Specific Duties**

- Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.  
Promote actively the school's corporate policies.

- Continue personal development as agreed.
- Comply with the school's Health and Safety Policy and undertake risk assessments as appropriate.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Signed: ..... Date: .....  
**Headteacher**

Signed: ..... Date:.....  
**Member of staff**



## HIGHFIELDS SCHOOL

### SENIOR ADMIN OFFICER PERSON SPECIFICATION

QUALIFICATIONS / TRAINING	ESSENTIAL	DESIRABLE
Level 3/4 Business Administration or equivalent qualification in a relevant discipline (or working towards).		✓
GCSE English and Maths (or equivalent).	✓	
Evidence of Continuous Professional Development.		✓

EXPERIENCE	ESSENTIAL	DESIRABLE
Experience of working in an office setting.	✓	
Experience of working in an educational setting.		✓
Experience of working with the public.	✓	
Experience of using Office 365 and management information systems (e.g. Bromcom).	✓	
Experience of managing and maintaining data in a secure environment.	✓	

SKILLS / KNOWLEDGE	ESSENTIAL	DESIRABLE
Excellent time management skills with an ability to plan, prioritise, implement and monitor tasks within set time scales.	✓	
Excellent attention to detail and high standards of accuracy.	✓	
Excellent communication skills.	✓	
Strong IT skills, including confident use of a wide range of software and digital tools to support efficient working practices.		✓
Strong organisational and secretarial skills, with a systematic approach to problem solving.	✓	

SKILLS / KNOWLEDGE	ESSENTIAL	DESIRABLE
Working knowledge of school governance and procedures.		✓
Knowledge of relevant legislation such as GDPR.	✓	
Ability to use own initiative appropriately.	✓	
Ability to act with sensitivity, discretion and confidentiality.	✓	
Work constructively as part of a team.	✓	
Flexible approach to people and situations.	✓	

OTHER	ESSENTIAL	DESIRABLE
Has a commitment to Safeguarding and promoting the welfare of children.	✓	
Personal presence and high expectations.	✓	
Positive outlook and strong work ethic.	✓	
Flexibility in working hours when necessary.	✓	
Sense of humour.	✓	