

JOB DESCRIPTION – Senior Admin Officer

Line management responsibility	to: Executive Head Teacher (EHT) and Head of School (HoS) for: Admin Team, Park Hall Infant Academy and Park Hall Junior Academy
Salary grade:	Grade 5
Contract:	Permanent, full time, term time + 1 weeks (40 weeks)

INTRODUCTION

In addition to all role specific responsibilities and tasks, your role will require you to:

- Maintain and promote the positive ethos and core values of the school
- Maintain good order and behaviour amongst pupils, safeguarding their health and safety, in accordance with the school's Behaviour and Child Protection Policies
- Provide a positive, welcoming and friendly face representing the school vision and ethos to the wider school community.

Job Purpose: The Senior Admin Officer's key role is to lead an efficient and effective administrative office that supports the school in ensuring that these statements are true.

Responsible to: The Finance Director (FD)

Responsible for: Admin Assistants

Responsibilities and key tasks:

ADMINISTRATIVE DUTIES

- Support the office team, prioritising workloads, delegating tasks, managing deadlines, managing interruptions and maintaining high standards of work
- Undertake general office duties including maintaining and updating all procedures within areas of responsibility
- Resolve queries, forwarding or filtering calls, emails and communication to the wider team as appropriate
- Ensure the smooth processing of incoming and outgoing correspondence
- Within the office team, manage administrative processes including the school email account, telephone calls, incoming and outgoing post and other school communications such as the weekly newsletter and letters
- Within the wider school team, manage additional school communications including the school website
- Within the office team, create the new academic year in Arbor and Tucasi in a timely manner in which to be able to assist with completing end of year procedures and creating new registers for new academic year
- Within the wider team, manage the school diary and academic planner ensuring information is shared with relevant stakeholders as needed
- Liaise and communicate effectively with staff, parents, pupils and others, both verbally and in writing to obtain and provide information in a courteous and supportive manner

- Manage visitors in school and ensure safeguarding procedures are shared and adhered to with regard to school visitors, volunteers and supply staff, and pupils leaving the school site during the school day
- Within the office team, organise tours of the school site for prospective parents and visitors as needed
- Within the office team, arrange hospitality as required
- Within the office team manage milk orders
- Oversee the office team in all tasks in relation to pupil transfers and admissions. Import and export records through the School to School transfer CTF system.
- Ensure all pupil information is correctly recorded on Arbor.
- Lead on new academic year admissions and mid-year admissions, managing the communications between school, parents and Walsall LA admissions team.
- Source and co-ordinate end of year arrangements for Year 2 and Year 6 pupils
- Ensure admin and school staff maintain pupil filing systems accurately; flag up concerns to EHT, HoS and FD as they occur
- Within the office team, support the organisation of school trips, including letters to parents, being mindful of the school calendar, notifying the caterers of meal requirements in a timely manner, managing permission slips, liaising with MAT Finance Team over the payment systems for parental contributions and maintaining appropriate records
- Within the office team, prepare paperwork for all afterschool clubs including letters and registers SLT to ensure staff absence is correctly recorded and book supply cover as needed. Maintain supply cover diary
- Liaise with supply agencies with regard to supply cover and long term contracts
- Provide confidential clerical assistance to the EHT and SLT
- Support any elections within the school for parent governor vacancies to the Local Board of Governors
- Within the wider staff team, help plan and provide support for forthcoming school events
- Liaise with the School Nursing Team to ensure all health screening checks are promoted effectively to parents and staff in a timely manner including assisting on the day if necessary.
- Within the wider staff team, care for children who are hurt or unwell, including liaising with staff, first aiders, parents, Public Health England (PHE) and the emergency services.
- Liaise with parents and SLT to complete Health Care Plans for children requiring medication and ensure the safe storage and monitoring of medicines on site
- Input assessment data within statutory time frames. Liaise with Assessment Leader and Head of School to ensure data is correct. Print relevant forms and reports.
- Create reports in the school's MIS system and submit statutory assessment data, following current guidance
- Create and distribute parent surveys. Create reports based on responses and share with appropriate stakeholders

- Liaise with extra-curricular club providers to ensure spaces, timetables, letters and payments are managed effectively.
- Support SLT with recording and monitoring pupil attendance. Preparing summary reports and parental letters as necessary
- Manage the collation and distribution of end of year reports to parents including assessment and attendance data
- Liaise with relevant members of the local authority as appropriate and relay key information to relevant staff
- Support effective Health and Safety procedures including Fire Evacuation and Lock Down processes, this includes responsibility for the registers and grab bag
- Liaise with FD and Head of School in completing new starter staff checklist and induction paperwork and create new staff ID badges.
- Placing orders on ApprovalMax when requested
- Within the office team, check deliveries and deal with queries, manage distribution and follow up on discrepancies, liaising with Finance Team as needed
- Within the office team, create and maintain spreadsheets for trips and extra-curricular activities, liaising with Finance Team as needed to chase outstanding payments and permission slips
- Assist SLT in the production, monitoring and maintenance of school policies
- Order, monitor and manage the consumable stock, ensuring best value following the school's purchasing process.
- Ensure reprographic equipment is maintained including ordering replacement consumables and resolving issues as needed

GDPR

The General Data Protection Regulation (GDPR) is a legal framework that sets guidelines for the collection and processing of personal information

- Ensure confidentiality and integrity is maintained at all times following GDPR guidance and seeking advice from the DPO as required
- Attend relevant training to ensure understanding and responsibilities
- Process relevant information for GDPR within the requirements of the school
- Produce documents and records as required under the guidance of the FD (in house school DPO) and the Data Protection Officer at S4S.

Participate in training and learning activities as required. Any other duties and responsibilities within the range of the salary grade

The following clause must be included in all Job Descriptions for jobs involving the processing of personal data:

“Duties which include the processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)”

The Loriners MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post holder’s responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact will be to adhere to and ensure compliance with the Academy’s Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to his/her Line Manager or the School’s Child Protection Officer.

PERSON SPECIFICATION

Employees will need to demonstrate the following requirements in order to perform each of the main activities of the job safely and effectively:

SKILLS/KNOWLEDGE

- Excellent communication skills, both written and spoken
- Good listening skills
- Very good ICT skills including use of excel, word and publisher
- Experience of School Management Information Systems
- Experience of School Cash Office software or equivalent
- Experience of Financial Software
- Effective use of ICT and other specialist equipment/resources
- Good understanding of equality and diversity
- Has a friendly yet professional and respectful approach which demonstrates support and show mutual respect
- Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation
- Ability to understand and relate well to children and adults
- Work constructively as part of a team, understanding school roles and responsibilities and own position within these
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Good organising, planning and prioritising skills
- Good attention to detail, thorough and accurate
- Demonstrates commitment

EXPERIENCE

- Extensive experience of working in a school office
- General clerical/ administrative / financial work
- Experience of development, management and operation of administrative systems

QUALIFICATIONS

- Very good numeracy/literacy GCSE or equivalent
- NVQ 2 Business Admin or equivalent