



Job Description

Senior Admin Officer

Salary Range Scale 6/18

Hours: 20 hours per week (daily attendance required)

Term Time Only (including Inset Days)

Accountable to: Headteacher

Contract Type: Permanent

Core Purpose of the Role

The Senior Admin Officer is responsible for providing operational management and coordination of the school's HR, admissions, administration and data protection functions.

Administration & ICT

- Collaborate with office staff to ensure a professional and efficient front-of-house and back-office service.
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times.
- To be responsible for managing, maintaining and improving all aspects of administration across the school and manage the school's administrative systems (SIMS)
- To coordinate and submit all necessary statistical returns to the DfE, the LA and any other relevant bodies.
- Prepare reports, correspondence and minutes for leadership meetings, as required
- Coordinate and manage administrative projects and process improvements across the school.

Admissions

- Exercise discretion, confidentiality and professional judgement in all aspects of liaison with prospective families.
- Respond to enquiries from prospective families, providing guidance on application procedures and the school's admissions policy.
- Ensure high standards of record keeping at all stages of the admissions process, and always ensuring confidentiality and data protection.
- To ensure administration of the admissions process from Reception entry to Year 6 leavers, including the Nursery setting.
- Maintain the waiting lists with the local authority and pursue applicants when places become available.
- Liaise with parents regarding the appeal process when required and compile necessary documentation for appeals.

Human Resources

- Provide operational management and coordination for recruitment, absence management data, employment contracts, and safeguarding compliance checks (with DSL oversight).
- Ensure Safer Recruitment practices and principles are followed and the School's Single Central Record is appropriately managed.
- To arrange supply cover, when necessary, including undertaking vetting and authorising their timesheets.
- To manage all staff attendance and assist with back-to-work interviews.
- To ensure all relevant personnel policies, legal and regulatory procedures are in place and adhered to.
- To be responsible for ensuring that new staff and governors have DBS clearance, medical clearance and to ensure contracts of employment are issued.

General

- Participate in appraisal, training and development activities as necessary to ensure up to date knowledge and skills.
- improve own practice through observation, evaluation, discussion with colleagues and CPD programmes.
- Work collaboratively with colleagues, knowing when to seek help and advice.
- Contribute to the overall ethos, work, and aims of the school by attending relevant meetings, training days/events as required.
- Be aware of and comply with school policies and procedures e.g., child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding and promoting the standards and equal opportunities of the school.

The duties outlined are not meant as an exhaustive list and will also comprise any other duties within the spirit of the post commensurate with the job evaluation outcome for this post.