



Job Description

JOB TITLE	Senior Admin Officer
JOB FAMILY	Office Admin
PHASE	Secondary
REPORTING TO	Principal's PA

Job Purpose

To support the organisation and efficient execution of the school office activities.

To provide clerical, departmental and administrative functions for the school under the direction or instruction of senior staff.

Duties and Responsibilities

- Provide administrative and organisational services to various departments in the school such as Sixth Form Team, Attendance, SEN and Pastoral.
- Assist with the timetabling administration to ensure that all students and staff have the correct timetable and lesson enrolment.
- Co-ordinate main round admissions to Year 7 and Sixth Form and In Year Admissions - ensuring all administrative work and relevant paperwork is completed including the completion of local returns.
- Arrange and coordinate student careers appointments and liaise with SLT and the Careers Advisor to ensure that students have allocated appointments.
- Maintain the school database and compile and submit the information required for the census in Autumn, Spring and Summer.
- Provide administrative support for the organisation of Year 5 Taster Evening, Year 9 Options Day and Evening, Sixth Form Taster Day and Open Evening, Year 7 Induction events and Sixth Form Induction events.
- Sending parental communications as required.
- Provide welfare support to the pupils of the school, including undertaking first aid duties (with suitable training).
- Covering the Academy Reception where needed, assisting parents and helping with any queries, directing to the appropriate person where necessary.
- Being able to fulfil other admin requirements according to the needs of the school.
- Any other duties commensurate with the post.



Generic Duties relevant to all members of Staff

The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.
- You will be based at The Rochester Grammar School. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust’s Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

- Employees are required to work in compliance with the Academy’s Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.



Equal Opportunities

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and professional relationships.

Data Protection

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of a Senior Admin Officer.

Name:

Signed:

Date: