

Job Title	<b>Senior Admin Officer</b>
Job Type	Permanent
Job Hours	35 hours a week x 45.26 weeks a year
Pay Grade/scale	OUTL5 (12-15)
Location	Newbridge Lower School
Responsible to	Trust Business Lead via Office Manager

### **Job Purpose**

- Oversee busy admin office in order to deliver efficient support services including routine technical activities to support the service or function in meeting targets and objectives.
- Provide and facilitate high quality day to day support for senior leadership.
- Maintain confidential, high quality administrative systems within the school and trust.
- Be responsible for the undertaking and development of administrative, financial and organisational processes within the school.
- To supervise, develop and enhance the practice of administrative team.
- Co-ordinate the work coming into the school office in order to support senior leadership and wider school staff, delegating to administrative team where necessary.
- Liaise with Trust personnel in relation to business and financial related matters.

### **Duties and Responsibilities**

#### **Organisation**

- Ensure a full, well organised and safe front line service in compliance with Keeping Children Safe in Education and General Data Protection Regulations
- Complying with customer service standards and promoting the development of high quality individualised and customer-led services
- Contribute to the planning, development and organisation of business support service systems/procedures/policies of the school in liaison with the trust.
- Liaise with the senior leadership team to forward think and plan in advance for school events and priorities.
- Be first port of call for administrative team and problem solve where necessary.

#### **Administration**

- Provide high quality administrative and secretarial support to the senior team, undertaking a diverse range of secretarial and administrative duties including taking minutes/notes where appropriate.
- Co-ordinate and allocate work received into the admin office according to need and priorities of the school, delegating and directing staff accordingly.
- Co-ordinate manual and computerised record/information systems ensuring complete and accurate records at all times.
- Analyse and evaluate data/information and produce reports/information/data as required.
- Undertake a range of word-processing and complex IT based tasks.
- Complete and submit complex forms, and reports etc., including those from the schools MIS (Integris) and those to outside agencies e.g. DfE.
- Supervise and quality control the production of correspondence, reports and newsletters.
- Oversee co-ordination and administration of annual review meetings including the Education Health Care Plan (EHCP). Ensuring meetings are planned and organised and all

involved are informed and invited. Subsequent reports are produced and distributed in accordance with procedures.

- Oversee pupil admissions administration, including electronic common transfer system between schools, liaising with Data Officer where necessary
- Be responsible for the maintenance of pupil records and confidential files, and co-ordinating any transfer or retention of pupil files as necessary.
- To ensure that correct procedures are followed regarding the application of free schools meals
- To operate the schools electronic mail and texting service to parents and stakeholders, distribute appropriately.
- Administer the staff sickness absence records and input onto schools MIS. Monitor and highlight any causes for concern or triggers reached to senior managers and make referrals where necessary dealing with administration associated with this process including undertaking return to work interviews.
- Update the school website as required.

### **Resources**

- Undertake financial administration procedures for the school, following Trusts policies and procedures ensuring good practice and value for money, such as:
  - Ensure the processing the school's orders from requisitions for goods and services. Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
  - manage the process of checking deliveries against orders received and deal with returns or discrepancies.
  - scrutinise invoices for accuracy and prepare for payment processing.
  - produce budget monitoring reports for Head of School.
  - manage administrative expenditure within an agreed budget.
  - deal with queries from creditors, budget holders and Trust personnel.
  - manage a petty cash float for school.
  - administer lettings where appropriate.
  - assist Trust finance team with month and year-end tasks.
- Organise the operation and update of relevant equipment and ICT packages/licences for the school including but not restricted to photocopiers, Integris, ParentHub etc., liaising with Trust personnel where necessary.
- Co-ordinate school staff access to the above, liaising with Trust personnel where necessary.
- Provide advice and guidance to staff, pupils and others.
- Undertake research and obtain information to inform and support decisions.
- Assist with procurement and sponsorship.

### **Staff**

- Have an understanding of the roles and responsibilities of the admin team.
- Supervise, develop and enhance the practice of other admin staff, including an apprentice where appropriate.
- Support the development and training of office/admin staff, ensuring that professional development needs are met.
- To participate in the recruitment process for members of the administrative team and ensure effective induction of new staff in line with Trust procedures where necessary
- To support and challenge team members, including circumstances when they are underperforming
- Provide support, advice and guidance to all school staff, sign posting where necessary.

- Provide support and advice to staff on the production of timesheets, mileage and travel claims and collate promptly and accurately.
- Provide guidance and support on the use of the absence monitoring software for both staff and managers.
- Monitor and highlight any causes for concern or triggers reached to senior managers and make referrals to HR Officers where necessary.
- Liaise with HR Officers where appropriate.

### **Compliance**

- To be GDPR link between school and Trust Data Protection Administrator and to liaise with and report any concerns where necessary
- Keep abreast of all GDPR documentation / legislation / policies and procedures to ensure compliance in the school office and wider school
- Provide regular GDPR updates to SLT
- To ensure all staff are trained and kept well informed of GDPR related procedures/update

### **Responsibilities**

- Promote the vision, and contribute to the overall aims and values of the school and trust and in so doing, support its leadership.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be responsible for ensuring that personal and sensitive data processed within the school/trust is treated with confidentiality and kept secure and in line with Data Protection guidance including the new General Data Protection Regulations.
- Be aware of and support difference and ensure equal opportunities for all. To demonstrate an understanding of and a commitment to equal opportunities and diversity and to the standards of customer care.
- Contribute to the overall ethos/work/aims of the school and trust.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.
- Duties and responsibilities of the post may change over time as requirements and circumstances change.

### **Other Requirements**

- Promote the vision, aims and values of the school and in so doing support its leadership
- Be aware and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to appropriate person
- You must have an up-to-date Enhanced DBS Disclosure which the school will apply for, on your behalf, if you are appointed to the role
- Present a professional and friendly disposition and personal image contributing to a welcoming school environment which supports equal opportunities for all
- Promote and ensure the health and safety of pupils, staff and visitors (in accordance with appropriate health and safety legislation) at all times

- The school is committed to Safe Guarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment

<b>Person Specification</b>	
Applications will be assessed against the following, which are the minimum required for this post.	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Considerable proven experience of working within busy administrative environment (Essential).</li> <li>• Supervisory/managerial experience (Essential).</li> <li>• Experience of finance administration (Essential).</li> </ul>
<b>Qualifications/ Training</b>	<ul style="list-style-type: none"> <li>• Good standard of education including – 5 GCSEs or equivalent including English and Maths (Essential)</li> <li>• Very good numeracy/literacy skills (Essential)</li> </ul>
<b>Knowledge/Skills</b>	<p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Excellent ICT skills. Proficient in the use of Microsoft Excel, Word, Outlook, PowerPoint, Internet Explorer and databases. (Essential)</li> <li>• Ability to work in a highly organised and methodical manner. (Essential)</li> <li>• Excellent numeracy/literacy skills; both written and oral. (Essential)</li> <li>• Ability to compose routine correspondence appropriate to intended audience as well as ability to effectively take minutes of meetings. (Essential)</li> <li>• Ability to communicate effectively and confidentially with persons/stakeholders at all levels. (Essential)</li> <li>• Excellent delegation skills (Essential)</li> <li>• Ability to maintain accurate and detailed work records and inventories. (essential)</li> <li>• Ability to maintain confidentiality on all school matters. (Essential)</li> <li>• Ability to work alone on a broad variety of projects. (Essential)</li> <li>• Ability to work pro-actively to achieve efficiency and effectiveness. (Essential)</li> <li>• Good time management skills and the ability to prioritise work dealing effectively with conflicting priorities. (Essential)</li> <li>• Ability to work to deadlines. (Essential)</li> <li>• Ability to work in a fast moving and pressurised environment. (Essential)</li> <li>• Ability to work flexibly to attend meetings where necessary. (Essential)</li> <li>• Willingness to participate in further training and development opportunities offered by the school to further knowledge. (Essential)</li> </ul>