



Senior Administrative Officer Blanche Nevile School JOB DESCRIPTION

Salary: Scale PO1, Spinal Point 26-28

Contracted Hours: 36 hours per week / 52 weeks per annum

Actual working pattern: 37.50 hours per week / 42 weeks per annum

Monday to Friday 8am to 4pm

Permanent Contract

Responsible to: Headteacher / SLT / SBM

Responsible for: Administrative Assistants x 2

Main Objectives of the Post

- To be a warm and welcoming front-of-house person, upholding the values and ethos of the school with all members of the school community and visitors to the school
- To lead in the management of the school's administrative systems to provide support to pupils and parents, including responsibilities for aspects of pupil health and safety and well being
- To motivate, manage and develop the admin team to ensure the effective running of the offices
- To carry out reception and high-quality secretarial duties as required
- To manage aspects of internal and external communications
- To provide welfare support in keeping with school protocols, to the school community
- To support the Co-Headteachers in all relevant administrative tasks and organise their diaries
- To support the School Business Manager (SBM) in all aspects of Finance and HR

Administration

- To assist in welcoming parents, children, visitors and other callers to the school, providing information as needed, and answering the telephone in accordance with school standards
- As front-of-house and reception, to be the first point of contact for parents/carers, visitors, external professionals, contractors etc.
- To maintain all pupil records on Arbor and in pupil files
- To act as correspondent for the DfE as relevant to this role
- To support the SBM in the general management of the MIS (Arbor), and to assist in the implementation of appropriate Management Information Systems and the computerisation of the administration & accounting records
- To be responsible for all bookings for the school minibuses (including Fortismere's minibus as required) and liaise with staff accordingly
- To assist teaching staff in booking of educational visits, where payment at time of booking is required

- To book interpreters as needed for all relevant meetings (e.g Parents' Evening, INSET days, 1 to 1 meetings if needed etc)
- To lead on the administration of Evolve (Haringey's online platform for managing educational trips, off-site activities, and risk assessments)
- To assist in ensuring that all staff are aware of the administrative procedures that are in operation within the school and to assist staff in the compliance of these procedures
- To establish and use effective methods to review and improve administrative systems
- To produce personal and confidential correspondence for the Co-Headteachers and Senior Leadership Team
- To be responsible for the production of letters, reports, school publications, and the newsletter, ensuring high quality at all time
- To be responsible for all arrangements for the efficient operation of in-school medical examinations, flu vaccinations etc, in communication with the local authority School Nurse or relevant professional
- To provide hospitality as required, and assist in keeping the office and reception area tidy and welcoming for visitors
- To handle all other matters of an administrative nature which may arise

Admissions

- To oversee all school admissions in conjunction with SEND Lead and SLT
- To liaise with parents and prospective parents regarding admissions
- To assist in showing prospective parents and carers around the school
- To ensure all new admissions are entered accurately into the MIS, records set up for each child, and the SLT and class teachers are informed
- To be responsible for setting up all pupil records (both paper and on the MIS, Arbor), ensuring they are accurate and maintained in a safe and confidential manner in compliance with the requirements of the Data Protection Act and appropriate information is passed on when pupils and staff transfer from and to other schools
- To be responsible for the completion of the termly pupil census return to the DfE and the annual CRIDE (Consortium of Research in Deaf Education) report

Pupil Attendance

- To check registers and follow up on any pupil absences daily, in line with school safeguarding protocol and liaise with parents/carers
- To be responsible for the generation of the daily pupil evacuation report
- To liaise with relevant staff both within the school and in all local authorities on pupil attendance and related matters e.g. transport services, primary and secondary schools, audiology clinics, speech, occupational and physiotherapist and other health and social services as required
- To work with the local authority's Education Welfare Officer (EWO), attending meetings as required, and play an active part in the school's focus on improving attendance

Pupil and Staff Welfare

- To be responsible for ordering, checking and maintaining all First Aid resources
- To be responsible for overseeing any pupil medication brought into school, and the completion of relevant paperwork
- To be responsible for reporting any accidents / incidents of both pupils and staff to the Local Authority when required, with support from the SBM
- To be responsible for overseeing correct accident reporting protocol is followed and that all first aid staff maintain the accident books as required
- To manage first aid training for staff ensuring compliance with LA Health and Safety procedures

Supervision of Staff

- To motivate, manage and develop the team of office staff so they are highly effective in supporting the work of the school, carrying out an analysis of their training and development as part of managing their performance to maximise their effectiveness and impact
- To ensure the office staff communicate with parents and other stakeholders in a calm, friendly and mutually respectful manner, in line with our ethos, and welcome visitors appropriately
- To determine priorities, allocate roles, responsibilities, and tasks to the office staff in a fair and appropriate manner, matched to their particular skills and abilities; and to advise, oversee and timeline their work to ensure it is done to an appropriately high standard in time to meet relevant deadlines
- To manage and be responsible for maintaining the high quality of administrative support for the Co-Headteachers and teaching staff within the team
- To keep under constant review the working methods and procedures in use in the office and introduce and implement changes to ensure their continued effectiveness and efficiency
- To support the School Business Manager in managing the development and upgrading of administrative IT, telecommunication and reprographics systems, and arranging for appropriate training of the office staff to maximise effectiveness and impact
- To ensure all office staff are fully aware of and play their part in fire drills, emergency and critical incident planning and procedures including contacting staff and parents, and sustaining school business continuity
- To ensure the office staff undertake any other work appropriate to the level and general nature of the post's duties, maintaining confidentiality at all times
- To ensure adequate provision is made in the smooth running of the office during staff absence. To deputise for the School Business Manager when not on site

HR main duties and responsibilities

- To support the successful HR admin processes in the school, including the recruitment process and relevant paperwork
- To assist in the management of the school's Single Central Record
- To assist the SBM in overseeing all DBS applications for existing staff

- To oversee staff absence reporting – sickness, special leave, ensuring accurate records are kept of absences and that Payroll is appropriately informed
- To monitor staff absence levels and supply regular reports to the Co-Headteachers on staffing absence
- To oversee the submission of staff CPD requests to the Co-Headteachers
- To monitor all staff training records and be responsible for ensuring all relevant staff statutory training is up-to-date (e.g. Safeguarding, Safer Recruitment, Health & Safety, GDPR etc).
- To support relevant staff with their Access to Work claims
- To comply with and participate in the promotion of the school’s health and safety, safeguarding and equal opportunities policies
- To demonstrate a commitment to the protection and safeguarding of children through the adherence to relevant policies and procedures
- To communicate with the school’s HR provider for advice and guidance
- To manage all staff confidential records in accordance with the school’s GDPR and records management policy
- To support the SBM with the review and updating of any relevant policies when required
- To assist in managing the School Workforce Census and ensuring all statutory returns are completed and returned by the deadline

Finance main duties and responsibilities

- To input orders onto finance system, receive and chase goods, check deliveries, pay invoices
- To support and assist the School Business Manager with income generation and bid applications
- To liaise with companies to obtain “best value” for items purchased
- To purchase items on the school’s debit cards, inputting all information onto system
- To administer and payment all staff reimbursement claims
- To input on the system all monies received
- To Invoice outside bodies for monies owed to the school and follow up to ensure that monies are collected
- To support the SBM in the maintenance of the Asset Register
- To assist in the monthly reconciliation of all the school’s bank accounts and Period End
- On an ongoing basis, to assist external auditors, providing information as required
- To assist in the maintenance and storage of all financial records within financial regulations and the school’s records management policy
- To oversee the fee collection and the chasing of bad debts
- To liaise with parents regarding the payment of fees
- To assist in the preparation of all returns for the DFE, LA and other central and local governments agencies within statutory deadlines

Premises

- To support the SBM in the booking of external contractors, when required
- To assist the School Business Manager with the Preventative Maintenance Schedule

- To liaise with Fortismere's and Highgate's site teams on site related issues to ensure that issues are dealt with promptly as and when required
- To assist with the update of Health and Safety policy and procedure as and when required
- To be responsible for maintaining updated Risk Assessments, with support from relevant staff members as required
- To be willing to undertake Health and Safety training commensurate to the role

Marketing & Promoting the School

- To welcome all parents, pupils and visitors and provide them with relevant support and information on all aspects pertaining to the life of the school
- To lead with the promotion of the school to different audiences and raise its profile in the local/wider community
- To assist the School Business Manager in liaising with local, national and international businesses for fundraising and joint projects
- To promote the public's perspective of the school by helping to organise tours to prospective parents / visitors / prospective staff
- To support in maintaining and updating the school's website and any other social media platform

General Statements

- To carry out all reasonable duties and responsibilities of the post in accordance with the Council's policies and procedures
- To maintain communication with the split-site Primary and Secondary departments and partnership schools (Highgate Primary and Fortismere Schools)
- All employees are required to declare any conflict of interest that may arise before or during their employment
- Any outside activities, either paid or unpaid, must not, in the view of the school, conflict with or react detrimentally to the school's interest, or in any way weaken public confidence in the conduct of the school's business
- To undergo and meet school conditions for a satisfactory enhanced DBS check and other vetting checks
- To comply with all equality legislation, policies, and procedures; actively promote ways of eradicating and challenging racism, prejudice and discrimination through the school's policies and procedures.
- To have due regard for safeguarding and promoting the welfare of children and young people, and to follow the LB of Haringey's child protection procedures
- To be aware of responsibilities under the Data Protection act for the security, accuracy and relevance of information held and maintained
- To treat all information acquired through your employment, both formally and informally, in strict confidence
- To demonstrate a commitment to good customer care

To contribute as an effective and collaborative member of the team

- To participate in training to be able to demonstrate competence
- To participate in the ongoing development, implementation and monitoring of the service plans
- To participate in meetings and being a supportive member of the team

To support school operations by fulfilling other reasonable requests (that are commensurate with the profile and level of the post), made by the Co-Headteachers, School Business Manager or Senior Leadership team, in order to meet the needs of the school.