

Job Description

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| **Post Title:** | Senior Admin Officer |
| **Reporting to:** | Finance Manager/Deputy Business Manager |
| **Location:** | St. Wilfrid’s Catholic High School & Sixth Form College |
| **Grade:** | 6 |
| **Service Area:** | Administration Team |
| **Overall Purpose of the Post:**   * Supervise the main school office Administration staff and procedures to ensure the school needs are met. Providing a responsive and flexible administrative support service for the whole school. * Complete administrative tasks relating to the hiring of school facilities via facility software, for both internal and external facilities * Manage, maintain, collate and distribute school/BKCAT Policies ensuring they are updated and presented to the Headteacher/Academy Council for approval and adoption. * Be responsible for the administration relating to Educational Visits, from the initial objective form, under the instructions of the Business Operations Manager. * Create publications such as, posters, booklets, leaflets etc for school events and departments. | |
| **Date of last review:** | July 2025 |

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| **Knowledge, skills and experience requirements for the post** | | |
|  | **Essential** | **Desirable** |
| Qualifications/ Training | * GCSE Grade 4 or equivalent in English and Maths * NVQ 2 or equivalent qualification in Administration | * NVQ 3 or equivalent qualification in Administration * MIS / SIMS experience |
| **Skills/Knowledge** | * Good Numeracy / Literacy skills * Ability to use Microsoft suite and other databases * Excellent ICT/keyboard skills e.g. bulk data input * Excellent communication skills both verbal and written, with a high level of interpersonal skills * Effective use of ICT and other specialist equipment/resources * Ability to respond flexibly to changing demands positively with all stakeholders * Able to work on own initiative * Ability to self-evaluate learning needs and actively seek learning opportunities * Ability to work accurately and with attention to detail * Excellent organisational skills and ability to prioritise workload to meet tight deadlines * Able to work effectively with others and develop good relationships with other adults and students in schools * Deal with delicate situations tactfully and diplomatically, maintaining confidentiality at all times | * Educational visits processes and documentation * Knowledge of School MIS administration systems and procedures * An understanding of safeguarding issues and promoting the welfare of children and young people * Use of Canva to create publications |
| **Experience** | * Minimum 5 years admin experience * Working in a busy office or similar busy environment * Ability to meet set deadlines * Awareness of data protection and management of employee information * Experience of creating professional communications including posters, booklets, leaflets etc * Working in a confidential environment | * Working with an educational establishment * Working at a senior administrative level |
| Responsibilities and accountabilities **Main Duties:**  Carry out other duties commensurate with the grade (or below) of a post, as directed by the line manager, Senior Leaders or their representatives.  **Administration:**   * Manage and monitor the completion of work providing guidance and support as required, as well as co-ordinating normal day to day activities for school admin team. * Deal with telephone and face to face queries from students, parent/carers, staff and external visitors, adhering to confidentiality procedures and data protection policies. * Ensure visitors to school are welcomed in a professional manner, ensuring safeguarding procedures are adhered to. * Order supplies for the Administration department, ensuring that ‘Best Value’ requirements are met, liaising with the Finance Manager/Deputy Business Manager for approval as budget holder. * Responsible for the annual maintenance of all school policies and procedures, ensuring that all reviews are carried out by the appropriate staff member at appropriate time. Including liaising with the PA to the Headteacher regarding submission for approval to the Academy council, reporting any concerns to the Headteacher/SLT. * Maintain manual and computerised records relating to the school systems as directed, ensuring key documentation is produced and available to all stakeholders. * Be the point of contact for the school website regarding updates/changes, liaising with our supplier to implement these in a timely manner. * Organise and manage the procedures for staff/student photographs and the production of identity badges/photos in line with safeguarding procedures, liaising with the Reprographics department. * Organise and manage school events in consultation with relevant members of staff. This includes reward invitations, Year 6 transition, parent evenings, open days/evenings, Trust events etc. Liaising with internal departments i.e. catering, IT and external providers for AV to meet event requirements. * Design and over-see the production of school booklets, flyers, publications and specialised stationery in line with the needs of the school. * Responsible for the administration of the schools electronic filing system MStore, ensuring required staff have the appropriate training and liaising with the provider regarding any issue/queries. * Manage the collation of information, amend and advise on the documentation used to create school student planners, including ordering and collating on delivery. * Provide administrative support related to correspondence with school. * Manage the organisation of all letters home including bulk mailings, e-mails and texts to parents in line with specific instructions and deadlines agreed with SLT. Maintaining high standards and professionalism at all times, exploring new ways of communication between home and school. * Undertake other specific projects and complex administrative tasks as directed by senior staff. * Be the point of contact for updating the school website as necessary by liaising with the schools website provider, ensuring updates/changes are made in a timely manner. * Manage the administration of school cashless payment system for dinner money and educational visits, school shop etc. Including, creating new accounts, sending debt reminders, providing support for queries from stakeholders and liaising with the school’s provider, as required.   **Educational Visits:**   * Adhere to and follow the schools Educational Visit policy at all times, ensuring other staff i.e. Trip lead adhere to policies and procedures. * Responsible for co-ordinating administration processes for educational visits; from the initial objective form, obtaining quotes for services, ensuring value for money, liaising with the Finance Officer regarding costing, submitting this information to the Business Operations Manager for approval and booking services upon approval. * Manage the administration of the school’s system for school visits including setup, payments and communications relating to educational visits. Ensuring deadlines for paperwork and payments are adhered to by staff and parent/carers. * Responsible for collating all paperwork related to educational visits, including completion of risk assessments and forms from the Trip Lead, recording via the schools’ system. Liaising with the Business Operations Manager regarding any queries or issues. * Be the point of contact for communication between staff, students and parent/carers regarding questions/queries regarding educational visits. * Manage the allocation and sharing of required information, i.e. mobile phone and first aid kits and any other requirements required on the visit day. Ensuring first aid kits are fully stocked and liaising with the Finance department regarding mobile phone credits. * Maintain accurate records and tracking of the educational visit process, completing any other administrative tasks required to ensure the educational visit is processed correctly. Liaising with the Business Operation Manager for final approval to ensure the visit has met all requirements and can be approved to go ahead.   **Hiring of school facilities:**   * Over-see the internal and external school letting system requirements, liaising with the Business Operations Manager for the hiring of school facilities and mini buses. * Be the point for contact for queries from existing and new customers, liaising with the Business Operations Manager and other relevant staff to meet the requirements of bookings. * Responsible for creating bookings on an annual basis for regular hirers. * Ensure the School Lettings policy is adhered to at all times, including the submission and collation of required documentation, certificates and other relevant information from hirers to ensure they meet Health and Safety requirements. * Advertise available facilities such as the Swimming Pool, 3G Pitch, Sports Hall and School Fields for hire on the school website and liaising the Headteachers PA for publication in the school newsletter and any social media promotion. | | |

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| Responsibilities for resources | | |
| **People:**   * Supervise the school Receptionist and Reprographic Officer roles | Budgets: N/A | **Physical Resources:** N/A |

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| **Characteristics of the post:**  Employees are encouraged to participate in training activities in order to enhance their own personal development.   * All employees of the school have a responsibility for promoting and safeguarding the welfare of children and young people. * Be aware of and comply with policies and procedures relating to child safeguarding, health and safety, data protection, security and confidentiality, reporting all concerns to an appropriate person. * Contribute to and uphold the overall ethos/work/aims of the school. * Follow and uphold the Trust Code of Conduct. * Attend relevant meetings as required. * Treat all users of the school with courtesy and consideration. * Support the role of other professionals in school. * To be flexible in approach and be available to work outside normal hours as and when required. * Participate in training and other learning activities and performance development as required. * Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.   The employment checks required of this post are:   * Evidence of entitlement to work in the UK and identity * Evidence of essential qualifications * Two satisfactory references * Evidence of a satisfactory safeguarding check e.g. An Enhanced DBS with a barred list check * On line search * Confirmation of medical fitness for employment * Completion of a self disclosure form declaring convictions and cautions under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 * Overseas check (where applicable) | |
| **Date completed:** | July 2025 |