

# Blue Coat Church of England Academy



## *Job Description: Senior School Administrator*

**Responsible to:** Information Systems Leader

This job description may be reviewed at the end of the academic year or earlier if necessary. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a Senior Leader to undertake work of a similar level that is not specified in this job description.

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### **Summary of Role**

1. Work as a member of the school's Data Team, to assist the Principal and the senior leadership team (SLT) in their duty to ensure that the school meets its educational aims
2. Lead work on the school's social media, school website and school marketing
3. Promote the highest standards of business ethos within the administrative function of the school
4. Provide specialist support and cover key roles within various teams across the school, including finance and data management.

It is essential to follow the remit and systems of accountability related to the school's commitments and priorities.

### **General Duties:**

- To play a full part in the life of the school community, to support its distinctive aims and Christian ethos and to encourage staff and students to follow this example.
- Promote and safeguard the welfare of the children and young people that you are responsible for or come into contact with.

### **Detailed responsibilities:**

The senior administrator will provide support to the following key areas:

#### **Marketing**

- To co-ordinate the school's presence on social media.
- To support the maintenance of the academy website and production of publicity materials including regular newsletters.

#### **Finance**

- To undertake routine administration including entering purchase orders, processing invoices and confirming accuracy of deliveries.
- In the absence of the Finance Officer, to cover the time critical functions to ensure processing of payments, invoices, urgent orders, month end financial routine processes (e.g. bank reconciliation, petty cash).
- When required to process school PE uniform orders and update stock database.

## **Administration**

Providing clerical support to the school's administrative function including:

- To undertake typing, word-processing and other IT based tasks.
- To complete ad hoc requests for departmental administrative support
- To complete ad hoc requests for SLT administrative support
- To support the effective running of reprographics and resources
- To coordinate the printing and distribution of progress reports and parents evening information.
- To provide administrative support for school visits.
- To answer phone calls into school to release the School Receptionist to deal with in person visits to school reception during the first two hours of each day. (2 days per week)
- To provide reception cover in the absence of the School Receptionist and to cover at lunchtime. (2 days per week)

To ensure all tasks are carried out with due regard to Health and Safety.

To undertake appropriate professional development including adhering to the principle of performance management.

To adhere to the Christian ethos of the school.

- To promote the agreed vision and aims of the school.
- To set an example of personal integrity and professionalism.
- Attendance at appropriate staff meetings.

Such other duties as may be commensurate with the grade in order to ensure the smooth running of the school.

## **Supervision**

Left to work within established guidelines subject to scrutiny by supervisor.

## **Special Conditions**

- Whilst every effort has been made to explain the main duties of the post, each individual task undertaken by the post holder may not be identified.
- The job description is current at the date of issue, but following consultation, may be changed by the Principal to reflect changes in the job which are commensurate with the salary and job title.
- Given the religious designation of the school, staff are expected to uphold the school's Christian ethos at all times.

## **Safeguarding Children**

Blue Coat Church of England Academy is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including with past employers and the Disclosure and Barring Service (DBS). If we have any concerns with regards to safeguarding relating to our children, we have a duty of care to report it to the Safeguarding Designated Leads.

Print Name: .....

Signed: .....

Date: .....

## **PERSON SPECIFICATION – SENIOR ADMINISTRATOR**

The person specification shows the abilities and skills you will need to carry out the duties in the job description.

### **Knowledge, Experience, Skills and Aptitudes**

- A good standard of numeracy and literacy.
- Confidentiality as some material is sensitive.
- Ability to communicate clearly and effectively both orally and in writing with parents, children, colleagues and professionals from other public bodies and agencies.
- Ability to use a variety of IT packages including Word and Excel to an advanced level.
- Knowledge of school systems and procedures/SIMs systems.
- Able to plan, organise and to manage workload effectively whilst remaining flexible and adaptable to rapidly changing requirements and workloads.
- Ability to work under pressure and meet deadlines.
- Understanding of school policies and procedures.
- Understanding of child protection procedures and processes.
- Experience of working within a team and contributing to development of an effective service having a positive approach to problem solving.
- Ability to understand and respect the need for discretion, sensitivity and confidentiality.
- Ability to reflect and take on positive criticism.
- Willing to contribute to the life and development of the Academy.
- Ability to actively promote the school's Equal Opportunities policies.
- Experience in a general administration environment.