

JOB DESCRIPTION

JOB TITLE	Senior Administrator
RESPONSIBLE TO	Head of School/Office Manager/Operations Manager
SALARY	Grade 6
HOURS	35 Hours, Monday to Friday 08:00 – 15:30
PURPOSE	<p>To provide confidential, effective, efficient and flexible administrative support to the School.</p> <p>To administer existing and new processes according to the school's administrative and organisational requirements. Ensuring that such matters are handled in accordance with regulations and to a high level of efficiency under the direction of the Head of School/Office Manager/Operations Manager.</p>

This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006.

This post is designated as a regulated activity and requires enhanced criminal records check for a regulated activity (including a barred list check)

MAIN DUTIES

ADMINISTRATION

- To arrange and attend meeting, take formal minutes and chase follow up actions
- To use databases to produce ad hoc summaries and analysis of information involving manipulation of data and creating new spreadsheets as required.
- Support with external agencies compliance documentation e.g. contractors, lettings, supply
- Maintenance and administration of pupil records on SIMS and other school systems (e.g. CPOMS) including; attendance, admissions, dinners, registers, medical, pupil premium and SEN records
- General office duties and front of house support
- To support and send parent correspondence via mailout, letters, trips (Evolve), order queries (Beehive), absence calling etc
- To ensure school information is up to date on the website. To email information to DDD to upload.
- To allocate work and guidance to office staff as necessary.
- Assist with co-ordination and administration of extra-curricular clubs.
- To produce school newsletters, distribute via email and arrange for upload on website.
- Oversee and assist with incoming emails to the office address in the absence of the Office Manager.
- Be aware of and comply with the procedures relating to attendance concerns, child protection, medical, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To assist the Head/Assistant Head/Office Manager with statutory school requirements and procedures.
- Assisting the Operations Manager with Trust work throughout the year
- To attend CPD training as and when necessary

- Oversee and support the with the maintenance of the Single Central Record and DBS checks in line with safeguarding requirements

EXPECTATIONS AND VALUES

Lionheart Educational Trust is committed to continuous learning and all staff are expected to engage in continuing professional learning and development. In common with all who work in the Trust, the post holder will also be expected to:

- Act as an ambassador for the Trust by supporting our values and expectations of learning.
- Be a significant presence and role model for pupils and staff
- Follow and where appropriate enact all relevant school policies, procedures and guidelines.
- Contribute to development through team planning and review meetings.
- Responsibility for providing and safeguarding the welfare of children and young people within the School.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

The Lionheart Educational Trust is an equal opportunities employer and will provide reasonable support to disabled applicants throughout the recruitment process under the terms of the Equality Act 2010.