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| **Job Description**  |
| **Post:** | **Senior Administrator** |
| **Pay Scale:** | **Grade 6 (SCP 19-24)**  |
| **Responsible to:** | **School Operations Lead** |
| **Main Location:** | **St Monicas RC School** |
| **Job Purpose** |
| * To oversee the administrative function of the school ensuring the day to day activities of the school run smoothly
* Promoting the aims, objectives and ethos of the school
* To manage the administration team including Reception, Office Administration and Exams Officer and reprographics technician.
* To support the School Operations Lead in managing an efficient and effective operational delivery across the school premises.
* To support the School Operations Lead in managing an efficient, effective and robust Safeguarding system, including Safer Recruitment of staff
* Any other duty, that is commensurate with the role, as required by the Headteacher to ensure the effective running of the school.
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| **Operational Duties** |
| * Management, collection and reconciliation of school monies online and providing statistical information as required, including school lunch money, school trips.
* To oversee the effective communication between school and parents including significant aspects of information management setting clear standards in all aspects and utilizing technology to support as appropriate
* Responsibility for administering the school’s admissions procedures and accurately maintaining the pupil records and related information system
* Oversight of the school cover requirements and implementation of procedures in relation to cover.
* Responsibility for ensuring that an effective reception, switchboard and administrative support service is provided
* Be aware of the General Data Protection Regulation and other legislation to ensure the confidentiality of records and information
* To manage school records and data in line with GDPR requirements and other legislation
* To take a shared responsibility for First Aid.
* In liaison with the school operations lead to ensure that all staff absences (illness, courses) and duties are recorded are recorded alongside the recording of overtime and staff duties.
* To manage all aspects of HR administration as required at school level.
* Under guidance maintain School Health and Safety policies and oversee a programme of risk assessments and fire drills.
* To line manage staff ensuring smooth workflow through the administration team and to complete performance management with these staff.
* To prioritise and organise own workload and that of the other support staff to meet conflicting deadlines in consultation with the operational needs of the school.
* To be responsible for the implementation of effective administrative support systems and procedures in order to meet the operational needs of the school.
* To manage the administration team, ensuring that day to day responsibilities are met.
* To support the organisation of school events
* Demonstrate an awareness of confidentiality and abide by confidentiality requirements in relation to duties undertaken in the role
* Regularly undertake training and CPD which improves and maintains your knowledge and ability to perform your duties.
* Be responsible for the performance management of staff within your span of control.
* Ensure staff maintain the minimum standards and code of conduct expected of their role.
* Any other duties commensurate with the role
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| **Additional Duties** |
| * Be aware of and support difference and ensure equal opportunities for all.
* Contribute to the overall ethos/work/aims of the School and Trust.
* Develop constructive relationships and communicate with other agencies/professionals.
* 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.
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| **General Responsibilities** |
| * Attend and participate in staff meetings, training, and briefings as appropriate.
* Be aware of and comply with all School and Trust policies and procedures, in particular those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
* Committed, passionate, dynamic, and supportive.
* Innovative and high performing.
* Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.
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| *These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.* *The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC’s Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. An online search will be performed on all shortlisted applicants in accordance with the Trust’s safeguarding procedures and Keeping Children Safe in Education statutory guidance.**It is the practice of this Trust to periodically examine employees’ job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust’s aim to reach agreement on any alterations.**The Trust is committed to welcoming individuals regardless of age, disability, ethnicity, faith, gender identity, sexual orientation or marital status or whether you are pregnant or on parental leave or from a socio-economic background. We welcome applicants from all communities and from people that identify with those characteristics.*   |

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| **Person Specification** |
| **Key** **E** Essential, **R** References, **I** Interview, **C** Certificate, **D** Desirable, **A** Application  |
|   | **Essential / desirable**  | **Evidence**  |
| **Qualifications** |
| GCSE in English and Mathematics at C, grade 4 or above  | E | A/I |
| Current First Aid Certificate (or will be required to undertake on commencement) | E | A/I |
| Business / management orientated degree or professional qualification i.e. Level 4 Diploma in School Business Management.  | E | A/I |
| **Knowledge, Skills & Experience** |
| The ability to lead and manage other staff including experience of undertaking supervisions, performance management, training, mentoring and handling complex issues and situations  | E | A/I |
| Relevant experience ideally in a school setting | D | A/I |
| Experience of dealing and communicating with the public directly and through written/online channels | E | A/I |
| Understanding and experience of safeguarding standards and practices | E | A/I |
| Knowledge of education and policies and procedures relating to working in a school | D | A/I |
| Full working knowledge of relevant policies, codes of practice and legislation regarding office environments including health and safety and GDPR | E | A/I |
| To be able to monitor and evaluate procedures effectively, implementing new procedures where appropriate | E | A/I |
| Can organise and develop effective systems and processes  | E | A/I |
| Highly effective verbal and written communication skills with an ability to present information in a clear and concise manner | E | A/I |
| Organisational skills to be able planning, prioritising and delegate tasks, delivering of work to tight deadlines | E | A/I |
| Precise attention to detail and ability to use initiative | E | A/I |
| **Technical Skills & Ability**  |
| Proficient ICT skills and use of ICT software packages to complete administrative tasks as required  | E | A/I |
| A good working knowledge of MIS systems | E | A/I |
| **Personal Characteristics** |
| Professional approach and customer service orientated with the ability to relate well to all stakeholders including staff, pupils, parents and visitors. | E | A/I |
| High levels of integrity, honesty and credibility | E | A/I |
| Highly motivated with a strong work ethic | E | A/I |
| Problem solver and self-starter | E | A/I |
| Ability to work independently and also as part of a team | E | A/I |
| **Other** |
| Willingness and flexibility to attend occasional meetings outside of normal working hours to support school events | D | A/I |