



SENIOR ADMINISTRATOR

Grade 3, SCP 6 – 11

Full Time (36.66 hrs p/week), Full Year

Reports to:

Administration Team Manager

Purpose of Post

The provision of effective and efficient whole school administrative support, with responsibility for coordinating website content and monitoring the school's social media presence.

Key tasks

Administration

1. As part of a dedicated administration team, provide a comprehensive administration service to the school, including reception duty cover, organisation of parents' evenings and celebratory events and parental communications and problem solving, delivering excellent customer service at all times.
2. Deputise for the Administration Team Leader during holiday and other absence periods and during those times, ensure work is distributed evenly across the team.
3. Support the Administration Team Leader in ensuring that all tasks and knowledge within the Administration Team are sufficiently shared to avoid any single points of failure.
4. Responsible for monitoring the school's social media presence, working with colleagues to ensure a consistent approach in line with Trust branding and maximising opportunities to promote the work of the school and the Trust.
5. Responsible for coordinating the school's main and sixth form website content, ensuring the sites are accurate, up to date and relevant for all stakeholders.
6. Gain a good understanding of the school admissions process (Y7 and Y12) and provide shadow support to the admissions lead in delivering a robust service, providing cover as required.
7. Support the administration of school trips where required.
8. Deliver an administration service for internal and external meetings, preparing agendas, taking minutes, liaising with external agencies, booking rooms and arranging hospitality.
9. Provide administrative support for members of the school senior management team as required.
10. Undertake other general administrative duties required to ensure the smooth running of the school office.

Data management and record keeping

1. Ensure all record keeping is accurate and up to date and is compliant with GDPR regulations.
2. Produce and analyse reports relating to school records, for example, student admissions.
3. Order resources and equipment connected to whole school organisational support, e.g. stationery, reconciling statements and resolving discrepancies.



Supervision and leadership responsibilities

1. In the absence of the Administration Team Leader, monitor and guide the work of colleagues including delegation of tasks and ensuring workloads are spread evenly across the team.
2. Responsible for coordinating website content and monitoring the school's social media presence.

Standard Duties

1. To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
2. To uphold and promote the values and the ethos of the school.
3. To implement and uphold the policies, procedures and codes of practice of the School, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection and to maintain high standards in your own attendance and punctuality.
4. To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
5. Participate fully in staff training and development opportunities including attendance at staff meetings, and work to continually improve own and team performance, and that of the schools, sharing skills and expertise with others as required.
6. To attend and participate in relevant meetings as appropriate.
7. To undertake any other additional duties commensurate with the grade of the post.

This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.

This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.



In your application form please demonstrate how you meet these criteria. Do not include a curriculum vitae.

SENIOR ADMINISTRATOR	Essential / Desirable	Application Interview Test
Qualifications		
GCSE Maths and English	E	A
Formal qualification in WordPress or website / content management	D	A
Business Administration qualification	D	A
Willingness to obtain basic first aid certificate	E	A/I
Experience		
Experience of working with Microsoft Office packages	E	A/I/T
Experience of working in a busy office environment in an administrative capacity	E	A/I
Up to date experience of working with social media channels and managing website content	E	A/I/T
Experience of effective team working and meeting deadlines	E	A/I
Experience of analysing data and producing reports	D	A/I/T
Experience of undertaking reception duties and providing high levels of customer care	D	A/I
Experience of servicing meetings including preparation of agendas, preparing papers and taking and writing up minutes	D	A/I
Experience of working within a school in an administrative/business support capacity	D	A
Skills and Abilities		
Analytical skills to be resourceful and solve problems	E	A/I/T
Excellent literacy skills and the ability to work to a high degree of grammatical accuracy	E	A/I/T
Ability to instruct and supervise others, delegate tasks and check the work of others for completion to deadlines and quality standards	E	A/I
Communication skills to deliver polite, courteous and efficient customer service to a wide range of stakeholders	E	A/I
Organisational skills to complete tasks to potentially conflicting deadlines, re-prioritising workload of self and others as appropriate	E	A/I/T
Self-reliance, resourcefulness and the ability to work on own initiative.	E	A/I
Ability to embrace and utilise the latest technology to improve efficiencies	E	A/I
To continually improve own practice/knowledge through self-evaluation and learning from others	E	A/I
Knowledge		
Understanding why safeguarding is important when working with children and young people	E	A/I



The Blue Coat School

Job Description & Person Specification

Understanding of equal opportunities and inclusion and how it applies in a school setting	E	A/I
Understanding of school administrative responsibilities	D	A/I
Knowledge of data protection and why it is important to keep information confidential when dealing with children and young people	D	A/I
Work circumstances		
Able to work flexibly as the workload demands	E	A/I
Occasional out of hours working to support school events	E	A/I

Any candidate with a disability who meets the essential criteria will be guaranteed an interview