

Support Staff Job description

Senior Administrator

Salary grade:	E5
Reporting to:	Headteacher

Functional relationships include: Headteacher, school staff, pupils, parents, senior leadership team (SLT), ELAN central team, local authority (LA), external agencies, volunteers.

Purpose of role

To promote and support the school in fulfilling its aims, acting as an integral part of the school staff team. To undertake a specific range of administrative and financial duties that support the organisation and management of the school in a positive and effective way.

Key responsibilities

Organisation

- Supervise the day-to-day work of the administrative function of the school office, prioritising duties to meet daily, weekly, monthly termly and annual deadlines.
- Contribute towards the planning, development and organisation of the support service systems, procedures and policies.
- Supervise, train and develop administrative staff as appropriate.
- Oversee the provision of effective office and reception services as one of the first points of contact in the school. Maintain courteous, polite, efficient and effective front-of-house service for all parents, pupils, staff, governors and visitors, and in accordance with safeguarding procedures.

Duties

- Manage the administration and accurate recording of information held on the School Information Management Information System (MIS) database.
- Support the preparation and production of documents, including items that are confidential.
- Ensure the annual workforce and pupil census reporting is accurately prepared and submitted on time.
- Make sure that the office maintains both paper and electronic filing systems and keeps records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times.
- Be responsible for pupil admissions being processed in accordance with the school's admissions policy that waiting lists are accurately maintained and admission data recorded in accordance with statutory requirements.
- Ensure accurate recording of data on the school's single central record database and continued compliance with statutory requirements.

- Ensure accurate recording of health and safety matters and continued compliance with statutory requirements.
- Effective resource planning and management, ensuring best value for money and that procurement authorisation levels are followed.
- Assist with the processing of financial data to accurately record and transfer financial data to central finance, for example: records of income and expenditure, nursery funding claims, debt or reporting, administration of orders, goods received and invoices, submit Parentpay, childcare vouchers and banking logs, collection and banking money for school meals, events and functions, submit monthly purchase card logs.
- Manage the input, maintenance and retrieval of all personal and collective data in respect of pupils and staff at the school, ensuring that confidential information is held securely.
- Assist with the processing of staffing data to accurately record and transfer personnel information to central HR, for example staff absence records, submitting weekly absence returns, assisting with staff contracts, maintaining personnel files, organising training for employees, supply cover, staff vacancies.
- Provide personal, organisational and administrative support to the headteachers and senior leadership team.
- Contribute to the development and implementation of new administrative systems and processes, including the use of systems, which enhance the application of information technology in the school's administration work.
- Actively participate in the development and maintenance of school policies and practices, which ensure that the schools has a safe and welcoming environment.
- Keep abreast of legislation, statutory requirements, data protection, etc. and advise staff on compliance.
- Carry out such other professional duties as are required and as are commensurate with the grade of the post.

Responsibilities

- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person.
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communication with all staff and other agencies/professionals.
- Recognise own strengths and areas of expertise and use these to advise and support others in a professional and constructive manner.
- Participate in training and other learning activities and performance development as required.
- Lead and develop an office team that delivers and meets the needs of the school.
- Contribute towards the planning, development and organisation of the support service systems, procedures and policies.
- Undertake annual appraisals for other administrative staff within the school setting.

This is not an exhaustive list and some changes to both the job description and duties may occur.

Key skills

Reflecting

- Reflect on personal and professional development.
- Use feedback from all levels of the trust to help improve all areas of your own performance
- Be aware of your own skills of self-management as regards to time and prioritising workload.

Additional duties and information

- To contribute to the ethos and aims of ELAN.
- ELAN is committed to safeguarding and promoting the welfare of children and young people. All staff working within ELAN are expected to share a commitment to doing this. You will be expected to follow and promote the procedures in the safeguarding and child protection policy and report any concerns in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children and young people gives cause for concern, the trust's safeguarding and child protection procedures will be followed alongside implementation of the ELAN disciplinary procedures.
- To be aware of and understand the ELAN equality and equal opportunities, whistleblowing, ICT, online safety, GDPR and safeguarding and child protection policies ensuring at all times that the duties of the post are carried out in accordance with policy.
- To read and have a thorough understanding of ELAN's staff code of conduct.
- To undertake any duty or responsibility relevant to the trust's needs as required and are commensurate with the grade.

Working relationships and contacts

- To develop and maintain working relationships with other professionals both internal and external.

Skills/qualifications

Please refer to the person specification for full details. Please note all original qualification certificates will need to be presented on the day of interview for verification and production of these certificates' forms part of the conditional offer checks and will be held on your personnel file.

Confidentiality

During the course of your employment you will have access to information of a confidential nature. Under no circumstances may this information be divulged or passed on to any unauthorised person or organisation.

Data protection

During the course of your employment, you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984 and properly applied to pupil, staff and school business/information. You are required to undertake annual GDPR training.

Further information

Probation: This post is subject to a **six month** probation period.

Scale point: All staff start at the first scale point within their salary grade. Annual increments will automatically be awarded on 1st April every year until the top of scale is reached.

Pension: As an equitable employer we align with the Local Government Pension Scheme (LGPS), and as such, the post holder will be automatically enrolled in the Avon Pension Scheme. The trust pays a contribution of salary into the LGPS – this is an additional remuneration benefit.

Person specification

Job title: Senior Administrator E5

Qualifications and experience

Essential	Desirable	Measured By
GCSEs Grade 4 or above / A - C or NVQ level 2 in literacy and numeracy.	To A Level or Vocational Qualification Level 3 in Administration, or higher. Qualified Personal Assistant.	Application form
A minimum of two years' experience working in an office environment at a senior level. Organising, leading and motivating other staff. Experience of using databases. Experience of working within a confidential environment. People management/leadership experience.	Experience of working in a school office at a senior level. Developing, managing and operating clerical/administrative/financial and organisational systems. Use of management information systems (MIS). Experience of school financial procedures.	Application form/interview

Knowledge and skills

Essential	Desirable	Measured By
Excellent typing skills. Proficient in word processing with good design and layout skills.		Application form/interview
Good spoken and written communication skills.		Application form/interview

Organised and methodical approach to work with a high level of accuracy and attention to detail.		Application form/interview
Excellent time management.		Application form/interview
Ability to lead and work effectively with others as part of a team.		Application form/interview
Uses initiative and can successfully work independently.		Application form/interview

Personal qualities

Essential	Desirable	Measured By
A positive approach to work		Application form/interview
Ability to deal with sensitive matters professionally and confidentially.		Application form/interview
Empathy with the principles, ethos, aims and aspirations of the Trust.	Interest in education management, HR / Finance work, buildings issues, committee work.	Application form/interview