



Kent Range 7

Name of Post holder:

Purpose of Job

To provide administrative support to Executive Headteacher/Head of School and the completion of effective support services in the running of the school.

To be responsible for the day to day management of the school office and facilities staff, including the supervision of the school's administrative systems, pupil information and personnel issues.

Key Duties

Administration

1. Provide full administration support for the school and ensure school administration staff are organised, directed, trained, developed and appraised to meet their requirements to support and facilitate the delivery of the curriculum and to assist with their recruitment.
2. Complete procedures for coordination of differing demands and uses of school site and facilities including promoting school facilities and costing of lettings.
3. Organise supply teaching and support staff provision for planned and unplanned absences.
4. Update general office procedures to reflect current practice and embrace new technologies.
5. Assist the Bursar with specific administrative tasks as and when required.
6. Take responsibility ensuring the inputting of end of key stage data, targets takes place and making sure they are correctly sent to either the LA or DfE.
7. To take responsibility for making sure the school tracking system is kept up to date with information
8. To complete or ensure the completion of the workforce census and the main school census.

Organisation

1. Ensure the effective operation of the school reception/office, so that all visitors, staff and pupils are greeted in a friendly and appropriate manner, their enquiries are dealt with promptly and they are directed to the appropriate person/location.
2. Safeguarding – oversee entry/exit procedures to/from the school for all staff, pupils, parents, carers and visitors.
3. Assist the school staff in the organisation of events such as trips, sports days, parents' evenings, productions etc and to organise associated administration.

HR and Safeguarding

1. Co-ordinate and manage the complete induction process for all new staff to the school and also oversee the administration processes involved when a member of staff leaves.
2. Oversee all DBS checks and take responsibility for inputting data on the 'Single Central Record'.
3. Support the Head of school by liaising with HR in any issues about staffing.
4. Support the Head of school in preparing risk assessments.
5. Support the Head of school in the development of policies for school support.

Resources

1. Operate relevant equipment and computing software e.g. MS Office, SIMS, Outlook, Explorer, Google Chrome etc.
2. Safeguard and maintain stationery stock levels for the office and for some other areas of the school such as the photocopier.

3. Oversee the upload documents and photographs to the school website. Work with the website provider and 'Computing Leader' to regularly update the website layout. Communicate with people throughout the school in ensuring that the website is kept up to date.

Management

1. Hold regular team meetings with the office staff to address any issues arising and to bring these to an acceptable conclusion wherever possible.
2. Co-ordinate the office team.
3. Be responsible for certain aspects of performance management and professional development for the office and facilities team.
4. Line manage all administration and facilities staff.
5. Attend Senior Leadership Team meetings where appropriate.

General

1. Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection; reporting all concerns to an appropriate person.
2. Carry out all duties with regard to the school's policies and codes of conduct.
3. Participate in training and other learning activities as required and to participate in appraisal and professional development.
4. Set high expectations of conduct, whilst acting as a good role model for others.
5. Ensure that output and quality of work is of a high standard and complies with current legislation / standards.
6. Other duties as directed by the Head of school and as appropriate to the job level.

Support for Parents

1. Assist parents, carers and other stakeholders with general enquiries.
2. Undertake reception duties, answering telephone calls and face to face enquiries, as required.
3. Undertake routine administration.

Signed (employee):

Date:

Signed (Head of school):

Date:

Date of review: