**Stone Bay School**







**School Mission Statement.**

We accept all students **as they are** and believe that every one of them is **entitled** to the very **best education**, delivered in an **environment** that is **supportive**, **caring** and **safe**.

Our goal is to develop our students to become:

* **Successful** Learners.
* As **independent** as possible.
* **Confident** individuals and self-advocates.
* **Effective** communicators and **contributors**.
* **Responsible** citizens.

We will do this by working to **ensure we get every aspect of their provision just right**, helping them to achieve academically, personally, socially and morally.

**“Getting it right for every student”**

# Office Administrator

**Salary:** Kent Range 5

**Hours:** 37 hours

**Contract type:** Permanent, Term Time + 1 week during school holidays

**Reporting to:** School Business Manager / Headteacher

**Responsible for:** To provide an effective and efficient administrative support including reception duties.

**Post holders working to this job description may undertake any of the following main duties and responsibilities (but not necessarily all of them).**

# Duties and responsibilities

**Office administration**

* Provide effective administrative support – ensuring systems and equipment support the efficiency of the school – photocopiers, filing systems etc
* Archiving of pupil / staff / finance records.
* Provide a friendly and efficient reception to visitors
* To minute meetings as required by members of the Leadership Team
* To provide as required and as appropriate, cover for the work of other members of the administration team according to workload pressures and/or in their absence and to ensure appropriate overlap of duties and skills to cover absence and periods of intense workload.
* Responsible for school complaints,

**Communications**

* Communicating and liaising clearly and efficiently with the Head Teacher, Governors, parents, staff, children, and visitors to school, which include outside agencies
* Responsible for updating and maintaining communication areas of the School Website
* Communicating with parents, staff and governors
* Responsible for updating School Literature, ie Prospectus, Staff Handbook

**Attendance**

* To ensure all attendance registers are completed accurately on SIMs.
* Ensure all unexplained absences are accounted for
* To issue letters regarding lateness / absence.

**EHCP Administration**

* To administer the Annual Reviews / In-Reviews on the Education Heath Care Plans (EHCP) and ensure that the school meets its obligations under the SEN Code of Practice.
* To maintain an up-to-date diary for the review process.
* Liaise with external professionals to obtain and collate new advice submitted on reports for EHCP meetings.
* To keep pupil EHCP electronic and paper-based files up to date to include returned documents and reports. Make staff aware of all documents received.
* Develop and maintain secure and confidential records and information systems
* Liaise with external agencies and establishments of further education and distribute transition paperwork as appropriate.
* Support staff across the school with EHCP processes. Induct new staff joining the school with EHCP processes.
* Select paperwork that remains relevant for new pupils from their previous education settings to include into their education folders for Laleham Gap School. Share information with staff where necessary and archive remaining paperwork.

Keep up to date with all updates through KELSI and notify SLT accordingly.

**Assessment**

* Inputting EYFS and end of Key Stage Assessment Data, and generating pupil attainment reports for parents
* Submitting data as required to the LA and DFE
* Inputting and submitting AQA data to the LA and DFE

**Admissions**

* Provide admission paperwork is provided to prospective parents / carers
* Pupil information is recorded accurately on SIMs.
* Admission documentation is scanned and stored in pupil files.

**HR Administration**

* Recording of sickness absences / leave of absences for staff
* Ensuring all HR requirements are undertaken for staff recruitment and appropriate induction takes place for new staff ∙
* Typing all necessary letters, documents and correspondence and general HR documentation.
* To ensure personnel files are correct and up to date ∙
* Responsibility for ensuring safeguarding is implemented with particular regard to DBS checks and maintaining the Single Central Record ∙
* To support the school’s commitment to safeguarding children and promoting their welfare Reception
* Administration of performance appraisals for school staff.·
* Assist with the preparation of all paperwork for staff including contract variation letters, bonus letters, salary letters, maternity letters, pension letters etc
* Support with the leaver process for staff including payroll, return of school assets/equipment etc
* Update and maintain SIMS information system with all staff related data including contracts, absence, salaries, personal data

**Finance**

* Routine finance administration including petty cash
* Input of petty cash vouchers in FMS ensuring separation of duties.
* Orders

**Information Management**

* MIS Systems: Responsible for all areas of SIMS including staff and pupil records, School and Workforce Census, School Assessment Data, Migration and Transfer Files
* Emergency contact to all stakeholders in the event of an emergency or school closure
* Responsible for the ensuring all school complaints are resolved in a timely manner
* Assist the Business Manager with Data Protection duties
* Maintain the school risk assessments, ensuring assessments are reviewed by the lead staff and website updated.
* Generating appropriate pupil / staff reports to Leadership Team
* Submitting data as required to the LA and DFE General
* To participate in training when required, compliance with all school policies, safeguarding procedures, health & safety, confidentiality and data protection requirements
* Responsibility of the school newsletter,to gather and collate daily news and updates from staff and upload on a weekly basis to all stakeholders.

**Professional development**

* Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
* Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
* Take part in the school’s appraisal procedures

**Safeguarding**

* Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
* Promote the safeguarding of all pupils in the school

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

**Equality and diversity**

Stone Bay school is committed to valuing diversity in employment and its general environment. An expectation of all posts within the school is that each individual will take responsibility for promoting inclusive and accessible service provision, staff development and a culture that values and respects difference

Stone Bay School is committed to safeguarding and promoting the welfare of children and young people. Applicants will be subject to recruitment and selection procedures designed to emphasize the school’s commitment to the safeguarding of its pupils and staff. Posts are subject to an enhanced DBS disclosure, two satisfactory references, an adequate pre-employment health check and verification of the right to work in the UK.

**Person specification**

|  | **CRITERIA**  **Essential** |
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| **QUALIFICATIONS** | NVQ Level 2 or equivalent  Good level of English and Maths |
| **EXPERIENCE** | Experience of development and operation of administrative systems.  Experience of working in an office |
| **SKILLS AND ABILITIES** | * Literacy and numeracy skills * Computer literacy - ability to produce a range of documents and reports, including non-standard reports, using Windows WP package, Excel spreadsheet and database functions * Interpersonal, organisational and administrative skills * Ability to develop and maintain effective computerised and manual filing systems * Ability to organise and prioritise workload to achieve deadlines * Ability to investigate complex queries and anomalies when required * Ability to take a proactive approach to tracking action points from meetings and correspondence, in liaison with the managers concerned * Co-ordination skills when arranging meetings and appointments and arranging client care when required * Ability to monitor and process accurate financial records * Commitment to equalities and the promotion of diversity in all aspects of working |
| **KNOWLEDGE** | * Knowledge for implementing a range of administrative procedures, including use of relevant ICT packages and systems. * Knowledge of the School’s Record Retention Policy and freedom of information protocols of awareness of the requirement for this policy and protocol * Knowledge of a range of IT systems * Knowledge of computerised and manual filing systems * Awareness of Data Protection and confidentiality issues * Staff will be expected to have an awareness of and work within national legislation and school policies and procedures relating to Health and Safety |