



Job Description

Staffing Administrator



Reports to: School Business Manager

Grade: KR 7 BP 24c

Working: 3 days per week (7.30am – 4.00pm) though flexibility will be required to meet demands of the role and school to include 30 mins unpaid lunch
24 hours per week 39 weeks p.a. (i.e. term time + 5 inset days)
The Staffing Administration Office is open from 7.30am to 4.00pm every day during term time. The postholder will work in a job share, for a minimum of 24 hours per week. The specific days and times are negotiable to ensure a mutually agreeable job share arrangement.

Purpose of Role: The Staffing Administrator has the responsibility for ensuring the school day to day diary runs smoothly and the annual calendar of events is organised effectively for students and staff. The Staffing Administrator is expected to ensure high standards are maintained, deal promptly with any incidents or issues and to anticipate any potential problems.

Key Responsibilities

Staff Attendance and Cover

- Work under the guidance of senior teaching staff to provide cover for all planned and unplanned absence of teachers within the agreed system of supervision
- Produce daily sheet to notify all staff of absences and cover arrangements – no later than 8am
- Communicate unplanned absence to Heads of Dept/line managers
- Buy-in additional cover staff as required while controlling the school's supply cost budget efficiently
- Prepare appropriate induction instructions for supply staff and complete necessary safeguarding checks
- Collate feedback on supply staff and report any issues or concerns as appropriate
- Routinely report to the school's leadership on staff attendance and cover issues, including monthly supply staff expenditure analysis
- Use the school's management information system to keep an accurate and up to date record of staff absence and provide true and timely reports as required (e.g. for payroll)
- Deal with any emergency cover issues as required during the school day
- Administer the school's processes and procedures for staff absence and sickness including requests for leave, return to work, sickness certification

School Diary

- Manage, maintain and communicate an effective operational school diary, with robust supporting processes and systems
- Co-ordinate requests from staff and students for school events, reporting to school leadership on any potential concerns or issues
- Arrange and communicate day-to-day changes in staffing and rooming (eg. planning for timetable/staffing changes as a result of exams, in-house events, educational visits etc)
- Prepare and provide duty rotas as required (eg. bus and break duty)
- Publish school diary and dates on school website

Parent Consultation evenings

Oversight of parent consultation evenings to include:

- Setting up the online appointment booking system
- Communication with and support of staff and parents in making appointment times

- Monitoring appointments and liaising with Year Manager to ensure maximum attendance
- Preparing seating and room plans, ordering refreshments, preparing name labels, signing in lists and set up for the event with site team support
- Logistical support for individuals requiring arrangements to be made to ensure all have equal access to the consultation, this might include an interpreter, signer, wheelchair access

Person Specification

- Excellent oral and written communication, interpersonal and customer-service skills
- Strong and demonstrable administrative and organisational skills
- Ability to work calmly and effectively whilst under pressure
- Strong IT skills (including Excel) and the ability to work with high levels of accuracy
- Ability to work at the same time independently and collegially
- Ability to build positive relationships with a diverse range of staff
- Proven ability to deliver improvements to systems and processes
- Strong empathy with the School's ethos and values

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.