



## **BARTON MANOR SCHOOL (BMS)**

### **JOB DESCRIPTION**

**Name:**

**Job Description:** SLT Administrator, Admissions and General Admin

**Grade:** **BCAT 6**

**Employed for:** **37** hours per week, term time only + 2 SDD

**Hours:** 8am – 4pm, Monday to Thursday, 8am to 3:30pm Friday with 30 mins unpaid break

**Professional Relationships:**

**Responsible to:** Headteacher, Deputy Headteachers & Assistant Headteachers

**Responsible for:**

#### ***Main purpose of the post***

- To provide a confidential and personal service to the Deputy Head and Assistant Headteachers
- To act as an ambassador for the School and the Deputy Head and Assistant Headteachers in all matters.
- To support the SLT with the organisation of events
- To organise and lead on School Admissions
- To provide admin support for arrangements for staff CPD
- To provide administrative support to the main office / teachers. Assist with general admin, reception, filing and hospitality.

#### **Safeguarding**

To promote safeguarding at all levels of the School as a member of support staff. A key focus of this role is to Safeguard all students at all levels across the school community. **It is expected that support staff will support teachers, Lead teachers, HOY and the DSL/ Lead Deputy DSL/ Deputy DSLs in the discharge of their DSL responsibilities:**

#### **Policy and Procedure**

- Act as a champion of the school's safeguarding policy and procedures and make sure you access these and understand them
- Be aware of your responsibility to challenge behaviour which breaches any of the school policies
- Be aware of, and actively promote, safeguarding within your teaching classes/form classes and within your designated curriculum area and promote your teaching as a vehicle to safeguard students.

## **Training**

- Undergo training to develop and maintain the knowledge and skills required to carry out the role of teacher effectively with respect to safeguarding
- Refresh knowledge and skills at least annually to remain up to date with any developments relevant to the role of teacher and your responsibilities for safeguarding
- Obtain access to relevant resources

### **All members of staff have a responsibility to:**

- To provide a safe environment in which children can learn.
- Be prepared to identify children who may benefit from early help.
- To understand the early help process and their role in it.
- To understand the schools safeguarding policies and systems.
- To undertake regular and appropriate training which is regularly updated.
- Be aware of the process of making referrals to children's social care and statutory assessment under the Children Act 1989.
- Know what to do if a child tells them that he or she is being abused or neglected.
- Know how to maintain an appropriate level of confidentiality.
- Be aware of the indicators of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection.

## **Person Specification – Essential skills**

- Must be capable and willing to learn other ICT packages such as BROMCOM.
- Excellent communication skills
- Excellent ICT skills, including ; Word, Excel, E-mail, Outlook and internet
- High level of professionalism and can maintain confidentiality
- Very good interpersonal skills
- Work under pressure
- Meet deadlines
- Organised
- Able to take the initiative
- Flexible

## **Person Specification – Desirable skills**

- Experience of working in a school
- Excellent knowledge and understanding of the Admissions Code of Practice and other related statutory guidelines and practices
- Experience in administrative work
- Accurate, fast and efficient typist
- Knowledge of BROMCOM
- Knowledge of school routines

## **Personal Qualities**

- Sense of humour.
- Good interpersonal skills; the ability to communicate effectively with a variety of people and to assess and diffuse confrontational situations.
- Discretion.
- The ability to work as a member of a collaborative team.
- The capacity to remain calm and to cope with the unexpected.
- Excellent health and time keeping record.

### **Dimensions**

- The post-holder provides an efficient and high calibre service to the Deputy Headteachers, Assistant Headteachers.
- The post-holder has day-to-day responsibility for their own work rate and maintenance of high standards.
- The post is an essential part of the support services provided to the School, and especially the Deputy Head and Assistant Headteacher, to ensure the School can provide high quality teaching and learning.

### **Job context**

The post-holder provides a range of services to the Deputy Headteachers and Assistant Headteachers and school office and therefore work is generated throughout the day. Due to the routine of schools, the workload may not be evenly spread throughout the year.

### **Supervision**

Direct supervision is minimal – organisation of own workload and priorities on a day-to-day basis using own initiative and knowledge of work. Daily meetings with Deputy Headteachers and Assistant Headteacher to review needs and priorities.

Accountabilities	Indicative tasks/Activities
Accountabilities – SLT Administrator	Indicative tasks/actions
Give administrative support to the Deputy Headteachers and Assistant Headteachers	<p>Dealing with queries – especially in the absence of the Deputy Headteachers &amp; Assistant Headteacher – and deciding how to deal with the query and whether it should be referred to another member of staff i.e. Deputy Headteacher, Assistant Headteacher, Heads of Year, Lead Teacher etc.</p> <p>Using discretion in providing information both within and outside the School.</p> <p>Dealing with parental queries – deciding what action needs to be taken and by whom.</p> <p>Deciding what matters should be referred to the DHT/AHT or delegated to others.</p> <p>To make decisions about priorities of the work to be produced. Organise priorities – priorities are ever changing.</p> <p>Maintain a range of data bases, records and information, both manual and computerised, ensuring it is readily available and up-to-date and to issue it as required in line with school procedures</p> <p>Development of student and staff planners in liaison with HT and AHT</p> <p>Handling telephone enquiries and redirection of calls as appropriate</p> <p>Drafting replies to incoming post and redirection of documents/ e-mails</p> <p>Letters to parents – typing, checking, passing them to DH/HT for approval and archiving</p>

	<p>Booking appointments for parents, staff, Governors, external agencies etc</p> <p>Preparation of correspondence, agendas, minutes, reports, policies, as directed by Deputy Headteachers and AHT</p> <p>DHTs and AHTs – events planning and management</p>
<b>Provide Event Support</b> for the DHTs and AHTs.	<p>Create booklets for school events such as CATs Evenings, Y8/9 Options evenings, Y6 Open Evenings, Y6 Welcome Evening and Presentation Evening.</p> <p>Organisation of the Y6 Welcome/Admissions pack, Y6 interviews, primary liaison visits.</p> <p>Organisation of the Presentation Evening with the DHT. Book venue, organisation of parental bookings, naming of awards, booklet, refreshments etc.</p> <p>Agendas, minutes, reports – distribution to Lead Teachers, &amp; SLT</p>
Co-ordinating parental communication via BROMCOM parent app and Parent/Student Portals in SharePoint	<p>Meet with PA to organise systems for all post &amp; electronic communications</p> <p>Ensure all documentation has been approved by SLT</p> <p>Manage systems for BROMCOM Parent App along with Data Manager</p> <p>Upload information into Parent/Student Portal</p>
Specific administration support for CPD	<p><b>CPD</b></p> <ul style="list-style-type: none"> <li>• Process inset forms</li> <li>• Maintain data base</li> <li>• Update budget</li> <li>• Arrange cover</li> <li>• Advise Finance and Personnel</li> <li>• Request and chase evaluation forms</li> <li>• Send travel expenses forms</li> <li>• Internal CPD: maintain attendance register and related database</li> <li>• Complete, distribute and monitor return of annual CPD evaluation of impact forms</li> </ul> <p><b>Additional Duties</b></p> <ul style="list-style-type: none"> <li>• Any other administration duties required in terms of administering Staff Development</li> </ul>
<b>Accountabilities – Admissions</b>	<b>Indicative tasks/actions</b>
<p>Specific administrative support for Admissions</p> <p>To support the HT and AHT: Pastoral with the admissions process</p>	<p><b>Admissions</b></p> <ul style="list-style-type: none"> <li>• Maintain data from KCC and prepare paperwork as necessary, ranking admissions data and maintaining the School's waiting list</li> <li>• Managing parental enquires and in-year admissions</li> <li>• Liaise with parents/other schools, KCC, HT and AHT: Pastoral Care</li> <li>• With AHT: Pastoral maintain the "Welcome Admission Information" pack for parents</li> <li>• Send offer letters and forms to parents/carers</li> <li>• Chase all outstanding paperwork</li> <li>• With the office admin team input student data into BROMCOM – Y7 and new entrants and maintain existing data</li> </ul>

<p>To support the Clerk to BCAT and the HT with appeals</p> <p>To support the AHT: Pastoral with the organisation of the admissions process</p>	<ul style="list-style-type: none"> <li>Any other administration duties pertaining to admissions required by AHT: Pastoral</li> </ul> <p><b>Appeals</b></p> <ul style="list-style-type: none"> <li>To assist the Clerk to BCAT with the Admission Appeals process as required</li> <li>Assist the Appeals Clerk with confirmation letters.</li> </ul> <p><b>Waiting List</b></p> <ul style="list-style-type: none"> <li>Maintain data on waiting list for HT</li> <li>Acknowledge receipt of In Year Casual Application Forms and update KCC accordingly</li> </ul> <p><b>Primary School Visits</b></p> <ul style="list-style-type: none"> <li>Arrange and provide administrative support for visits to primary schools</li> </ul> <p><b>Transition Day</b></p> <ul style="list-style-type: none"> <li>Prepare and send information letters</li> <li>Prepare and photocopy paperwork for evening meeting</li> <li>Maintain and forward information to YSOs</li> <li>Post information packs to parents who do not attend Transition Evening</li> </ul> <p><b>Open Evenings</b></p> <ul style="list-style-type: none"> <li>To arrange and manage arrangements in the lead up to Open Evening</li> <li>Prepare relevant paperwork and any other necessary arrangements</li> <li>Attend Open Evening for Year 6 in Term 1</li> <li>Attend Transition Evening for Year 6 in July</li> </ul>
<b>Accountabilities – General Admin</b>	<b>Indicative tasks/actions</b>
<p><b>General Admin</b></p> <p>Carry out general office duties as required including processing mail, filing, word processing, reception and telephone duties so that work is processed in a timely and accurate manner</p>	<ul style="list-style-type: none"> <li>Provide administrative support for the Main School office where needed.</li> <li>Responsible for sorting, distributing and franking incoming/outgoing mail and incoming/outgoing parcel deliveries.</li> <li>Provide Reception Cover daily at lunchtime and as and when required.</li> <li>To become a First Aid Trainer and assist with First Aid as required</li> <li>Cover of the Medical Room</li> <li>To assist other office staff with administrative tasks if required</li> <li>To assist the AHT with the planning of Enrichment Days as required</li> <li>Help with fire drills</li> <li>To participate in the school performance management system for support staff</li> <li>Take responsibility for organisational and administrative tasks related to your work and carry out tasks efficiently and within deadlines set.</li> <li>To contribute to the overall ethos/work/aims of the School</li> <li>Maintaining a clean and tidy Meeting Room and kitchen area</li> <li>Archiving/shredding</li> </ul>

	<ul style="list-style-type: none"> <li>Assisting with main office filing</li> </ul>
Carry out general admin support for teaching staff and main office.	<ul style="list-style-type: none"> <li>Prepare and issue letters</li> <li>Student filing</li> <li>Ordering stationery &amp; equipment</li> <li>Reprographics &amp; photocopying</li> <li>Maintenance of franking machine</li> <li>Archiving/shredding</li> <li>Staff ID badges</li> <li>Hospitality for meetings (If required)</li> <li>Assist the HT's PA and other staff with administration &amp; organisation of staff recruitment interviews</li> <li>Assist with gathering work for isolated students.</li> <li>Liaise with ACS.</li> <li>Manage the Student Receptionist.</li> </ul>
Assist in general school activities, procedures and events and administrative duties as required in order to support the work of others at particularly busy times	<ul style="list-style-type: none"> <li>Standard letters</li> <li>Administrative work for the SENCO</li> <li>Support with Student attendance</li> <li>Support with Cover admin</li> </ul>
<b>Additional Duties</b>	<ul style="list-style-type: none"> <li>Take responsibility for organisational and administrative tasks related to your work and carry out tasks efficiently and within deadlines set.</li> <li>To contribute to the overall ethos/work/aims of the school</li> <li>Understand and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting concerns to an appropriate person in order to maintain a safe and secure learning environment.</li> </ul>
<b>Work as part of a professional team in a manner that enhances the ethos of the school</b>	<ul style="list-style-type: none"> <li>Promote positive values</li> <li>Suggest ways of improving systems and procedures</li> <li>Seek help and take advice</li> <li>Seek opportunities for development</li> </ul>

#### Staff Development:

- To assess development and training needs and discuss with line manager
- To set your own targets before any development activity and review and evaluate the activity after completion, cascading information to the appropriate team when relevant
- To keep personal records of all staff development activities in which you are/have been involved

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Executive Headteacher and Headteacher.

The job description will be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.

Two copies of this job description should be signed, the post holder retaining one and the Executive Headteacher/ Headteacher the other.

Signed: ..... Date: .....