



Post Title	Senior Administrator (HR & Finance)
Salary range/grade	£27,000 to £30,000 pa
Responsible to	Head Teacher
Type	40 weeks, 37.5 hours a week
Base	ALP Pierview / ALP Parkview
Job Purpose	
<p>To play a key role in the effective day-to-day running of specialist schools for young people with SEND, by delivering high-quality operational, HR and finance administration that underpins safe, compliant and efficient practice.</p> <p>The post holder will coordinate and maintain essential systems, including staff training compliance, records management, certification processes and the administration of examinations. This includes overseeing the planning, organisation and delivery of internal and external examinations in line with awarding body and regulatory requirements, ensuring all processes are robust, secure and compliant. Across all areas, the post holder will ensure information is accurate, up to date and aligned with statutory requirements and the school's internal standards, enabling leaders and staff to focus on delivering high-quality provision.</p> <p>Working as a key link between the schools and central services, the post holder will provide on-the-ground support to HR and finance functions. This includes implementing processes relating to recruitment administration, staff records, absence monitoring, payroll inputs, and financial procedures, ensuring these are delivered accurately, consistently and in line with policy. The role ensures that central expectations are translated effectively into day-to-day practice within the school.</p> <p>The post holder will also support senior leaders in fulfilling their statutory duties, including compliance with the SEN Code of Practice 2014 and other relevant guidance for independent specialist settings. This involves maintaining robust systems, supporting reporting and monitoring processes, and contributing to a culture of accountability and continuous improvement.</p> <p>The post holder is required to handle sensitive information with the utmost confidentiality and professionalism at all times, ensuring that data is managed securely and in line with data protection requirements.</p> <p>Overall, the role is central to ensuring that the school's operational infrastructure is efficient, compliant and aligned to its values, enabling the best possible outcomes for learners.</p>	

Key Tasks and Activities:

HR Support Responsibilities

- To ensure compulsory training is monitored through accurate record keeping
- To ensure all relevant documentation, certifications and personal data is stored/archived in line with GDPR and the school retention schedule
- To build and maintain successful relationships with learners and staff, treating them consistently with respect and consideration
- Keeping the staff Driving at Work spreadsheet up to date and ensuring all driving documentation is current and filed
- Managing student information and updating files
- Processing new employee information, including the necessary documentation for Safer Recruitment
- Update and maintain staff absence records, submitting to HR on both a daily and monthly basis
- Ensuring staff have the necessary equipment upon appointment to work in the school
- Support the school's induction processes and procedures

Finance Support Responsibilities

- Organising and monitoring petty cash in accordance with school policy, preparing and submitting monthly data for petty cash and resource cards to the finance department
- Processing/recording stationery and resource orders, ensuring the finance procedure is adhered to by all staff
- Update the finance department with staff mileage, overtime and expenses on a monthly basis
- Keep the asset register, furniture inventory and IT register up to date

Shared / Operational (Cross-Functional Support)

- Update local authorities with learner attendance; submit monthly and termly reports on external providers and reduced timetables
- Oversee liaison with local authorities and parents regarding learner transport to and from school
- To update and maintain the Admissions and Destinations register
- Minute taking in various school-related meetings
- Any additional tasks requested that are in keeping with the job title Senior Administrator

Knowledge and Understanding

- To gain an understanding of the school's processes, policies and procedures.
- To understand the meaning of confidentiality and ensure all relevant documentation remains confidential.
- To know how to use ICT to advance administrative duties.
- To have achieved a qualification in English / literacy and mathematics/numeracy equivalent to at least level 2 of the National Qualifications Framework.
- To gain an understanding of the legal definition of Special Education Needs and Disabilities (SEND), and be familiar with the SEND Code of Practice.
- To work as part of the team liaising, advising and consulting where appropriate.
- To identify personal training needs and to attend appropriate internal and external in-service training.

Personal Development and Well-Being

- To support ALP School's drive for high standards by adhering to the ARRRT philosophy.
- To support and contribute to the school's commitment to enable children to be healthy; stay safe; enjoy and achieve; make a positive contribution; and achieve economic well-being.
- To maintain high expectations of all pupils, respect their social, cultural, linguistic, religious and ethnic backgrounds; and are committed to raising their educational achievement.
- To demonstrate the ability to liaise sensitively and effectively with parents and carers recognising their roles in pupils' learning.
- To be able to improve your own practice, including observation, evaluation and discussion with colleagues.

Environment and Supervision

- To ensure that the personal working environment is clean and tidy, well presented and welcoming

Monitoring and Self-Evaluation

- Within the ALP School policies and guidelines, to evaluate work to ensure that it consistently responds to the needs of learners, parents, staff and other stakeholders
- To take action to share areas of strength and remedy any weaknesses

Key Performance Indicators

1. Accurate and compliant operational systems, with all records maintained to a high standard and audit-ready
2. Effective HR administration, ensuring recruitment, staff records and absence monitoring are accurate and compliant
3. Timely and accurate financial processes, with payroll inputs, purchasing and petty cash managed in line with policy
4. Secure and compliant examinations administration, with all processes delivered accurately and on time
5. High standards of confidentiality, with sensitive information handled securely at all times

Expectations and Values

- ALP Schools are committed to continuous learning and all staff are expected to engage in continuing professional learning and development. In common with all who work in the centres, the postholder will also be expected:
- Act as an ambassador for the school and the partnership by supporting our values and expectations of learning.

- Be a significant presence and role model for students and staff and to meet fully the school's dress code.
- Follow and where appropriate enact all relevant school policies, procedures and guidelines and those agreed by the Partnership.
- Contribute to development through team planning and review meetings.

- All staff have a responsibility for providing and safeguarding the welfare of children and young persons s/he is responsible for or comes into contact with.

Special Factors:

- The nature of the work may involve the post-holder carrying out work outside of normal working hours.
- The post-holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- Expenses will be paid in accordance with the schools policy
- This post is subject to a check being carried out at an Enhanced level by the Disclosure and Barring Service regarding any previous criminal record.
- The above responsibilities are subject to the general duties and responsibilities contained in the Written Statement of Particulars.
- **This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.**
- ALP Schools seeks to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Person Specification

Essential (E) Desirable (D)

Education and Qualifications

- To have achieved a qualification in English / literacy and mathematics / numeracy equivalent to at least a level 2 on the National Qualifications Framework. (E)
- Willingness to gain further knowledge and qualifications. (E)

Experience

- Relevant and up to date experience in the coordination of EHCP annual reviews and the ability to liaise with senior management in relation to the annual review process. (E)
- Relevant experience of working with SEN including Social, Emotional and Mental Health difficulties (SEMH), addressing social exclusion, including but not limited to; youth work, alternative education provisions, community development, dealing with vulnerable people and those with complex needs. (E)
- Experience of working with clear guidelines, procedures and adhering to child protection (E)
- Ability to establish and maintain professional working relationships with a variety of colleagues across directorates and other agencies (E)
- Understanding of working with people with challenging behaviour / complex needs / disabilities. (E)
- Ability to quickly establish relationships with young people, vulnerable people and families with complex needs. (E)

Knowledge, Skills and Abilities

- Proven track record of using own initiative to deliver against business objectives(E)
- Proven track record of running systems and adhering to policies and procedures in school setting (E)
- Knowledge of the SEN Code of Practice 2014 and the EHCP process (E)
- To have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain pupils' interests. (D)
- Willingness to keep up to date in subject knowledge and national developments (E)

- Good Knowledge of special educational needs and disabilities (E)
- Ability to plan and teach effectively using a variety of strategies. (E)
- Excellent interpersonal skills with both adults and children. (E)
- Willingness and ability to work as part of a team. (E)
- Ability to communicate effectively both verbally and in writing. (E)
- Ability to prioritise and organise own work. (E)
- Ability to work effectively to a high standard, on occasion, under pressure, meeting deadlines. (E)
- Knowledge of Health and Safety procedures and their application. (D)
- Proactive approach to problem solving (D)
- Ability to work flexibly in a rapidly changing environment (D)
- Strong understanding of youth and wider community issues (E)
- Computer literate (Word, Excel, Outlook and internet) (E)
- Excellent interpersonal skills, inc active listening (E)
- Strong organisational, planning and time management skills (E)
- Excellent written and communication skills (D)
- Knowledge of social media (D)

Personality and Social Skills

- To have a 'can do' philosophy (E)
- To enjoy working with young people. (E)
- To be flexible, energetic, adaptable and have the ability to use initiative. (E)
- To identify and develop opportunities (D)
- To carry out professional duties in a positive, helpful and courteous manner. (E)

- A mature and calm attitude and approach. (E)
- To have high aspirations and expectations for their students and themselves. (E)
- Committed to raising standards and continuous improvement. (E)
- To be dedicated to the progression of the students, the school and themselves (E)
- An empathetic nature (E)
- Mature and professional approach to vulnerable people, families and other professionals. (E)
- Ability to maintain confidentiality in the light of handling sensitive information (E)
- Good communication and social skills, with a good sense of humour (E)
- Ability to work flexibly with reference to time and location and meet deadlines (E)
- Ability to cope with difficult interpersonal behaviour and language (E)
- Demonstrate a consistent and positive attitude to challenges (E)
- Demonstration of a solution focussed and flexible approach to management (E)

Other Factors

- Full and current driving licence with use of a vehicle for work (D)
- Willingness to drive a company vehicle (D)

