

# Stone Bay School



## Office Administrator Job Description and Person Specification

### Welcome

Welcome and thank you for considering applying for a position at our school and becoming part of our team.

We specialise in providing both day and residential education for pupils aged 4 to 19 years who have a diagnosis of ASD, along with severe and complex learning needs. We are commissioned for 105 pupils, 16 of those places for residential weekly boarding.

Our school is situated on Stone Bay in Broadstairs in a beautiful Victorian building overlooking the sea. The local coastal environment provides many unique and enjoyable learning opportunities for our pupils.

We believe that every pupil is entitled to the very best possible education, delivered in an environment that is safe, caring and happy. We use an innovative and personalised curriculum which meets the needs of all pupils with a strong focus on communication, engagement and independence.

At Stone Bay School every staff member is involved in ensuring we provide a nurturing learning environment where all our pupils can achieve their full potential and move on to lead happy and fulfilling lives. I would encourage you to come and visit if you want to learn more about us.

*We look forward to receiving your application.*



Jane Hatwell  
Headteacher

## Vision and Values

Our school vision is to provide an *outstanding, nurturing, learning environment*, where all our pupils can achieve their full potential and progress to lead happy and fulfilling lives.

Our mission is to provide each and every pupil with the best possible education, delivered in an environment that is supportive, caring and safe.

*“Getting it right for every pupil”*

At Stone Bay we focus on *Evolving Excellence* in all that we do, working towards making our school the best it can be for pupils, staff and families. We are creating lasting *Trust* with all our stakeholders, *Empowering* each other to learn and grow. By adhering to policies and clear processes we ensure *Fairness* and transparency in our decision making and actions, whilst ensuring we are *Collaborating* with others and always looking for ways to help each other to deliver excellence for our pupils.

## Rights Respecting Schools

The Unicef UK Rights Respecting School Award (RRSA) is based on principles of equality, dignity, respect, non-discrimination and participation. The RRSA seeks to put the UN Convention on the Rights of the Child at the heart of a school's ethos and culture to improve well-being and develop every child's talents and abilities to their full potential. A Rights Respecting School is a community where children's rights are learned, taught, practised, respected, protected and promoted.

Stone Bay has been awarded the Silver Award by UNICEF. This is awarded to UK schools that show good progress towards embedding children's rights in the school's policy, practice and ethos, as outlined in the RRSA Strands and Outcomes

## Staff wellbeing

The Leadership Team and the Governing Board of Stone Bay School are committed to promoting positive mental, physical and emotional wellbeing and to providing suitable support for all staff. Taking action to prevent ill health and promote good health makes good educational and business sense, as sickness absence carries high costs both in monetary terms and in terms of the impact upon performance, teaching and learning, morale and productivity, which may disrupt or compromise pupil progress.

All members of staff are entitled to be treated fairly and professionally at all times. The Governing Board of Stone Bay School takes very seriously its duty of care as an employer to all members of staff and a number of policies and procedures have been made in relation to this duty.

## Our Vision Story

**Every** day we believe we can climb mountains.



We are taking everyone with us.

It will be an adventure.

We are excited for this ambitious journey to the summit!

**Carefully** we plan what we need to make this journey a success.

We are making sure everyone has what they need.

So much will be learnt as we navigate the route together.

**Look**, there is the beacon ahead – it seems a long way off!

We encourage each other to keep going.

There is a steep incline, our safety first!

Hold on to the guide ropes we link together with trust.

**There** is a fast-flowing stream, look for the stepping stones!  
We will find our way.



There are so many different paths to take.

What will we discover?

What will we find?

What will we take with us and keep forever?

**Our** curiosity grows.

We gain confidence with each step, feeling braver and stronger,



Wow, we can do it now, we are so proud, let's celebrate!

We will always remember this journey and the friendships along the way.

We are ready now to climb the next mountain.

It's even bigger – we can't wait as now we know what is possible.

## Office Administrator

**Salary:** Kent Range KSC

**Hours:** Full Time 37 hours per week, Monday - Friday

**Contract type:** Temporary (maternity cover), Term Time only

**Reporting to:** Business Manager / Assistant Business Manager

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### **Main Purpose of Job**

To actively promote the school mission statement, the rights of young people as individuals and provide them with the highest quality education in accordance with the policies and procedures of the School.

To provide high-quality administrative support to the school, ensuring the efficient management of EHCP annual review processes, admissions, attendance, pupil data, and office systems.

As a School Administrator, you will be part of the office team ensuring the smooth running of the school office. That statutory processes and pupil data systems run seamlessly. You will play a pivotal role in supporting student welfare through diligent pupil administrative support.

*Stone Bay School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

### **Key Responsibilities**

- **Annual Review Coordination** : Lead the administrative lifecycle of Annual review of EHCPs (Education Health Care Plans), including preparing paperwork, coordinating annual review meetings, liaising with parents and stakeholders, submitting reports, liaising with local authorities, and ensuring statutory compliance.

- **Admissions & Transitions:** Manage the school's admissions process for new pupils, from initial inquiries to the secure transfer of student files.
- **Data & Assessment:** Use Management Information Systems (MIS) to maintain accurate pupil records and generate accurate data reports. Administer DfE Assessments.
- **Attendance Tracking:** Provide detailed attendance reporting to the school's Senior Leadership Team to support pupil wellbeing.
- **Office Operations:** Prioritize diverse workloads to ensure office systems operate efficiently for the smooth running of the office.

### **Teamwork**

- Participate in promoting a team approach at all times.
- Be polite, courteous and supportive to all team members following School Professional Behaviours policy.
- Be available to cover leave (sickness etc.).
- Work in accordance with training and agreed policies, practices and procedures.
- Participate in and contribute to staff meetings.
- Support colleagues in difficult or potentially difficult situations within the school and in the wider community.
- Ensure issues of concern are elevated to a more knowledgeable member of staff if the situation requires specific expertise.

### **Personal Development**

- Attend supervision meetings and have a willingness to be accountable and develop as a valued team member.
- To undertake training as required, all mandatory training is complete, current and you remain compliant with all national and local requirements. This will include attending staff development days and relevant training courses outside your place of work.

### **General**

- Work to agreed standards in line with School policies and procedures.
- Have a flexible attitude to working arrangements.
- Any other duties as reasonably requested, relative to the objectives of the post.
- This is an outline of the post-holder's duties and responsibilities but it is not an exhaustive list and may change from time to time to meet the changing needs of the School.

## Staff Development Days: Attendance Requirements

The School allocates 5 days per year as for the purpose of school improvement through school/staff development. The requirement to attend Staff Development Days is incorporated into the contracts of all directly employed staff.

### PERSON SPECIFICATION

<b>Qualifications.</b>	Essential.	Desirable.
NVQ Level 2 or equivalent.  Good general knowledge of English and Mathematics to GCSE Grade 4/C or above.	✓	
<b>Experience.</b>	Essential.	Desirable.
Experience working within an office environment.	✓	
Administrative experience within a school setting.		✓
Familiarity with school Management Information Systems.		✓
<b>Skills.</b>	Essential.	Desirable.
To work as part of a team and use your own initiative when required.	✓	
Effective verbal and written skills with colleagues, children, parents and outside agencies.	✓	
Strong ICT skills, including the effective use of Google Workspace and/or Microsoft Office, with the ability to use and learn modern management information systems and digital platforms.	✓	
Good interpersonal skills.	✓	
Have a positive “can-do” attitude & solution-focused outlook.	✓	

A proactive commitment to safeguarding and promoting the welfare of children.	√	
<b>Other Requirements.</b>	Essential.	Desirable.
Demonstrable commitment to valuing diversity.	√	