

# Stone Bay School



## Administration Officer 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.

## **Administration Officer**

**Salary:** KSC £26,956 - FTE

**Hours:** Full-Time 37 hours / Part-time whole days only

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

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

**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 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, pupils and visitors to school which include outside agencies.
- Responsible for updating and maintaining communication areas of the School Website.
- 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 Health 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 Stone Bay 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.
- 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 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

	<b>CRITERIA</b> <b>Essential</b>
<b>QUALIFICATIONS</b>	NVQ Level 2 or equivalent  GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths
<b>EXPERIENCE</b>	Experience of development and operation of administrative systems.  Experience of working in an office
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>● Literacy and numeracy skills</li> <li>● Computer literacy - ability to produce a range of documents and reports, including non-standard reports, using Windows WP package, Excel spreadsheet and database functions</li> <li>● Interpersonal, organisational and administrative skills</li> <li>● Ability to develop and maintain effective computerised and manual filing systems</li> </ul>

	<ul style="list-style-type: none"> <li>● Ability to organise and prioritise workload to achieve deadlines</li> <li>● Ability to investigate complex queries and anomalies when required</li> <li>● Ability to take a proactive approach to tracking action points from meetings and correspondence, in liaison with the managers concerned</li> <li>● Co-ordination skills when arranging meetings and appointments and arranging client care when required</li> <li>● Ability to monitor and process accurate financial records</li> <li>● Commitment to equalities and the promotion of diversity in all aspects of working</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>● Knowledge for implementing a range of administrative procedures, including use of relevant ICT packages and systems.</li> <li>● Knowledge of the School's Record Retention Policy and Freedom of Information protocols of awareness of the requirement for this policy and protocol</li> <li>● Knowledge of a range of IT systems</li> <li>● Knowledge of computerised and manual filing systems</li> <li>● Awareness of Data Protection and confidentiality issues</li> <li>● Staff will be expected to have an awareness of and work within national legislation and school policies and procedures relating to Health and Safety</li> </ul>