

JOB DESCRIPTION

Job Title:	KS Administrator
Grade:	VIAT 4
School / Department:	Valley Park School
Base:	Valley Park School
Hours:	37 hours per week, 190 days per academic year
Reports to:	Office Manager
Accountable to:	Deputy Headteacher Administration

1. Job Summary

To provide a comprehensive administration support function to the Administration Team including taking a lead on administration for a specific Key Stage.

2. Key Working Relationships

- Headteacher
- Deputy Headteacher
- Assistant Headteacher (Inclusion)
- Office Manager
- Student Support Managers
- Heads of Year

3. Key Result Areas

a. Attendance

- To monitor student attendances/absences via SIMS Attendance and Lesson Monitor systems.
- To produce reports for Student Support Managers (SSMs) and other staff members regarding student attendance.
- Preparation of first day calling sheets for SSMs and input marks resulting from their enquiries.
- Generation of daily Fire Drill registers and registers for supply staff.
- Liaise with SSMs, Senior Management Team and Senior Leadership Team regarding student attendance.
- Monitoring of late students and generation of correspondence to parents/carers.
- Preparation of weekly reports. Discussion with Inclusion colleagues regarding students on these lists.
- Production of penalty notices.
- Attendance at Inclusion Team meetings as required.

- Monitoring attendance with regard to student absence notes and unauthorised absences during school time.
- Production of graphs and attendance data for Inclusion meetings/Heads of Year.
- Generation of lists of students with 100% attendance. Ordering of attendance badges and vouchers. Production of attendance certificates.
- Preparation of DFE returns.
- Preparation of persistent absentee returns for local authority.

b. Inclusion (SEN) Administrator Duties

- Update SIMS with general student details; data collection; Education Health Care Plan (EHCP); provision plans; Records of Outcomes, SEN status; professional reports; class profiles; medical; Pupil Premium; free school meals (FSM); and scholars' information.
- Produce, collate paperwork, regular reports and SEN data.
- Working with the Inclusion Manager and Head of Foundation Learning Department, administer and organise the co-ordination of EHCP; provision plan; Record of Outcome, Personal Education Plan (PEP); Looked After Children (LAC) and annual review meetings with colleagues, parents, outside agencies and relevant professionals.
- Using KCC computer e-PEP system to log PEP meeting actions, targets and request funding for students.
- Take minutes of meetings, type up and store appropriately.
- Review SEN Registers.

c. Reception Duties

- Operate telephone system, deal with routine enquiries and re-route calls to appropriate member of staff and take messages.
- Operate the barrier for visitors during the day.
- Welcome all visitors, ensure they sign in/out at reception and that they wear visitor badges.
- Welcome and direct supply staff, ensuring they have necessary paperwork for the day.
- Check and sign for deliveries to the school.
- Maintain log for receipt of examination papers and log certificates issued to ex-students.
- Use Venue Booker to book meetings/events and staff meetings.
- Keep records of barrier keys issued.
- Keep record of van keys issued.
- Taxi bookings.
- Operation of Digital Signage System – putting messages on electronic screens.

d. Office Duties

- General typing duties including preparing letters into school house style, mail merge and producing labels.
- Produce Excel spreadsheets and reports.
- Email parents' letters via Groupcall and upload parent letters to the school website.
- Assist with general school activities, eg, Parents' Evenings as required (including evening events).



- Update Parent Portal, issuing log in details and liaising with IT department.
- Maintain correct labels on staff pigeon holes.
- Filing, Shredding, Scanning documents, Reprographics duties.
- Assist with franking of outgoing post and distribution of incoming post as required.
- Support the Admissions Officer during busy periods.

e. Student Files

- To assist in maintaining accurate student records on the school's information management database (SIMS) – updating student records, linking documents, producing reports and class lists.
- To assist the Admissions Officer with the creation and maintenance of Student Files.
- To assist the Admissions Officer with the preparation of the transition process, including providing parents with the necessary information packs, attending the School Open Evening and the New Intake Welcome Evening, being available to assist parents with any queries.
- To assist the Admissions Officer with 6th Form applications, offer letters and school tours.

f. Data Protection

- Work within the requirements of Data Protection at all times

g. Safeguarding

- 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.

h. Equality and Diversity

- The Trust is committed to valuing diversity in employment, service delivery practices and its general environment. An expectation of all leadership posts within the Trust is that each individual will take responsibility for promoting inclusive and accessible service provision, staff development and a culture that values and respects difference.

4. Statement

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be set out in the above job description, but please note that Valley Invicta Academies Trust maintains the right to update your job description from time to time, to reflect changes in or to your job. You will be consulted about any proposed changes.

Signed: Date:

KS Administrator

AREA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Good standard of education (5 x GCSE's – Mathematics, English C or above) 	<ul style="list-style-type: none"> • Education to A Level standard
Experience	<ul style="list-style-type: none"> • SIMS within an educational setting • Use of computerised information management system • Data collection, management and statistical analysis • Working in a busy office environment • Working collaboratively as part of a team 	<ul style="list-style-type: none"> • Experience of admissions administration.
Knowledge	<ul style="list-style-type: none"> • Awareness of and enthusiasm for VIAT education standards. • Knowledge and awareness of current customer service principles and practice. 	
Skills	<ul style="list-style-type: none"> • Excellent analytical skills • Excellent verbal communication skills • Excellent written communication skills • Excellent planning and organisation skills - with absolute attention to detail • Ability to prioritise and multi task • Good level of IT skills including Outlook and MS Office 	
Attributes	<ul style="list-style-type: none"> • Flexibility, initiative and the ability to maintain a positive approach whilst working under pressure. • A warm and welcoming manner. • The ability to manage self & time well. • A positive approach to self-improvement. • Ability to give advice and instruction in a helpful and professional manner. 	