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| **JOB DESCRIPTION: Senior Admin Officer** | |
| **Hours**: 37 hours per week (39 weeks per year)  Term time only.  (8:00-4:24, 1 hour lunch)  **Start:** Monday 19th April 2021    **Closing date:**: 6th February 12 noon  **Interviews:** Week of 8th February | **Grade: KR6**  **Reports to**: **Head Teacher** |
| **MAIN PURPOSE OF THE JOB**  To organise and manage the administrative function within the school, maintaining confidentially at all times. To line -manage the workload of the admin assistant /receptionist | |
| **Key duties and responsibilities:**  **General office**   * To ensure all visitors receive a warm, professional welcome and in accordance with safeguarding procedures. * To maintain a tidy reception area. * To provide hospitality as required * To take responsibility for dealing with complex enquiries or challenging visitors/ callers as required   **Organisation**   * Plan, develop, organise, and monitor support systems, and procedures to ensure the efficient and effective operations of the school office. * Contribute to the development and organisation of administrative procedures and policies. * Provide administrative and organisational support to senior staff, governing body, and others. * To liaise regularly with external service providers e.g. catering and cleaning to maintain high quality services * Organise and maintain HR records for personnel and pupil information on MIS. * Organise and manage the transfer of staff and pupil records. * Undertake analysis and interpretation of data and produce detailed reports and complex information when required. * Operate and manage school information management systems. * Responsible for timely completion and submission of forms, returns, census, etc., including those to outside agencies. * Produce, and respond to, correspondence including freedom of information requests and subject access request in line with policy and timeframes. * Organise school events as required e.g. school photographer * Proactive management of school diary * Proactive management of the school website e.g. updating policies, checking compliance. * Proactive management of data/documentational disposal in line with GDPR and retention schedules.   **Administration**   * To provide organisational and administrative support to staff, clerk and the Governing Body as required. * To co-ordinate admission arrangements of pupils including in year admissions. * To maintain pupil records and be responsible for completion and submission of forms, returns etc., including those to outside agencies e.g. census to DfE. * Update school website * Provide new members of staff with all required resources e.g. fobs, cards, email addresses, policies.   **Resources**   * To be responsible for ordering resources, ensuring best value. * To operate relevant equipment, IT packages, and Trust wide systems. * To provide advice and guidance to staff on administrative issues * To assist with marketing and promotion of the school as and when required. Manage lettings and the use of premises for the use of outside organisations and local community.   Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the school. | |

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|  | **CRITERIA** |
| **EXPERIENCE** | * Experience of working for senior school staff / Head Teacher. * Experience of drafting reports and correspondence. * Experience of single central record (SCR) * Experience of using school management information systems. |
| **SKILLS AND ABILITIES** | * Report-writing skills and ability to draft correspondence. * Excellent interpersonal and organisational skills when dealing with all levels of staff, parents/carers, and external service providers. * Computer literacy – ability to produce a range of documents and reports using a variety of applications. * Ability to undertake research and analyse data. * Diary and time management skills. * Ability to organise own workload and that of others to achieve a range of deadlines. * Ability to balance constantly changing priorities. * Ability to work within a climate of change. * Ability to use initiative and a take proactive approach based on finding solutions to any given problem. * Ability to develop, monitor and maintain effective computerised and manual systems and to suggest improvements. * Ability to investigate complex queries and anomalies when required. * Ability to liaise professionally with a range of stakeholders and service providers to ensure the efficient and effective running of the school * Ability to exchange verbal information clearly, professionally, and sensitively * Understand and comply with procedures and legislation relating to confidentiality and GDPR |
| **KNOWLEDGE** | * Knowledge and experience of relevant systems and specialist ICT packages. * Knowledge of safeguarding procedures and practices within a school environment. * Knowledge of computerised and manual filing systems. * Awareness of Data Protection and confidentiality issues. |

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