

Job Description & Person Specification

Senior Administrator



Contract: Full time (37 hours per week; 40 weeks per year)

Pay scale: NJC scale point 11 - 17 (depending on experience), actual salary £23,299 - £25,803 (FTE £25,979 - £28,770)

Accountabilities

Reports to: School Business Manager

Direct reports: N/A

Member of: Administrative team

Core purpose

To act as a senior member of the Office team; to be dynamic and proactive in support for staff and students; to provide high quality administrative and problem-solving skills.

The post holder will be involved in all areas of school administration and have particular responsibility for Sixth form and SEND administration. They will work closely with the School Business Manager to provide on-going support for the Head of Sixth Form, from day-to-day administrative support to supporting the planning and organisation for enrolment and open days. The post holder will provide administrative support to the SEND department, supporting the timetabling of cover, preparing paperwork for Annual Reviews and liaising with stakeholders as required.

Specific responsibilities

Sixth Form Administration

- To act as lead administrator for the school's sixth form; providing efficient and confidential administrative support to the Head of Sixth form on all aspects of Key Stage 5.
- To monitor the dedicated sixth form email account, answering queries or redirecting as appropriate. To act as first point of contact for visitors or third parties with queries relating to the sixth form.
- To liaise with the Curriculum, Exams and Admissions teams where matters relate to the sixth form. Ensuring that the timetable, attendance processes, bursaries and any other issues are dealt with quickly and effectively.
- To support with the planning, implementation and dissemination of marketing events including the prospectus, open and enrolment days and social media.
- To support the administration of attendance, punctuality and behaviour - updating appropriate records and issuing slips where necessary.

SEND Administration Support

- Provide administrative duties needed to support the SEND department.
- Liaise with parents, the Local Authority and other stakeholders as necessary.
- Manage the SEND filing system (including emails, record of telephone conversations), the archiving, retrieval and disposing of SEND information as appropriate.
- Collate, input and assess a range of data required to update SEND Records and student information.
- Collate, input and assess a range of data to create reports for student tracking.
- Ensure all Annual Review paperwork is prepared and submitted on time.
- Update the SEND Register and other records.
- Assist with timetabling of support.
- Liaise with primary/feeder schools and external service ensuring that all SEND information is received.
- Forward SEND information to transfer schools.
- Produce all letters and reports as required, including individual letters to parents, arrange meetings, take minutes, respond to telephone calls and messages.
- Assist in updating provision plans.

General Administration (all administrative staff)

- To undertake scanning and filing for staff, student and finance records.
- To undertake regular data maintenance of school student and SEND systems as directed.
- To support the production of staff and student documents, including timetables, staff rota, reports and letters.
- To send communications to families and other stakeholders as directed.
- To assist with parents' evening bookings and associated administration and communications.
- To record and report student accidents and/or incidents.
- To support the administration of attendance, punctuality and behaviour - updating appropriate records and issuing slips where necessary.
- To provide emergency first aid, ensuring that accidents are logged appropriately.
- To provide certain pre-approved medical support for students with identified needs (e.g. diabetes).
- As part of the wider administration team, to support the general administration of the school as reasonably required.
- To provide additional support to finance, exams and admissions colleagues where there is capacity to do so. E.g. providing short term cover, ad hoc filing etc.

General Responsibilities (all staff)

- To perform duties and attend meetings as reasonably required.
- To participate in the school's performance management scheme.
- To undergo in-service training where required and to share expertise and skills with others.
- To contribute to the school's pastoral system.
- To observe and implement current school policies and good practice.
- To contribute to the overall Christian ethos/work/aims of the school.
- To carry out such particular duties as the Headteacher may reasonably direct from time to time.

Person Specification

Experience - essential

- Experience working in a busy office environment
- Experience handling confidential information
- Experience prioritising own workload and meeting tight deadlines
- Experience of using Microsoft Office, particularly Word, excel and Outlook

Experience - desirable

- Experience working in a school setting, and/or with young people
- Experience managing a school data system
- Experience as a first aider

Knowledge and qualifications - essential

- GCSE or equivalent (NVQ level 2) passes in English and mathematics
- Excellent written English and spoken communication skills
- Excellent numerical skills

Knowledge and qualifications - desirable

- Knowledge of data protection regulations and administration procedures
- Knowledge of school safeguarding requirements

Skills and attributes - essential

- Ability to manage own time and prioritise effectively
- Good communication skills
- Strong organisational skills
- Ability to adhere to working procedures within the school environment

- Ability to operate as part of a team or individually as required
- Ability to relate well to children and adults
- Excellent ICT skills including word, excel and powerpoint
- Ability to remain calm under pressure and work to deadlines
- Logical and methodical approach when tackling complex tasks
- Ability to pay attention to detail
- Self-starter with initiative and drive
- Personal energy, drive and resilience with a desire to make a difference
- Ability to persuade, motivate, negotiate and influence
- Ability to self-evaluate learning needs and actively seek learning opportunities