

JOB DESCRIPTION

POSITION:	Senior Administrative Officer
GRADE:	SO1
HOURS:	2 or 3 days - Flexible
RESPONSIBLE TO:	Business Manager, Headteacher

PURPOSE OF THE POST

To provide effective administrative support services, primarily to the school but across the provision as required, ensuring the service runs smoothly and efficiently, and to set up efficient and effective office management systems.

Under the direction of the Headteacher and business manager, providing administrative and secretarial support to members of the SLT and supporting the smooth running of the organisation.

The postholder is required to be flexible in their approach to work, demonstrate positive behaviours and attitudes, and will be expected to cover for colleagues when necessary.

Duties and responsibilities will include, but are not limited to, those outlined in this job description. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with salary and job title.

MAIN DUTIES AND RESPONSIBILITIES

General Administration

1. Ensure the day-to-day running of the office is efficient and effective - contribute to the improvement and implementation of systems and procedures.
2. Maintaining an effective reception and admin support service by ensuring external communication is dealt with in a timely, appropriate and professional manner. This will include responsibility for checking emails sent to the primary office mailbox.
3. Ensure that reception is always manned during office opening hours.
4. Ensure communication between admin staff and parents/carers and the wider public is consistently professional, diplomatic and polite.
5. Provide high-quality secretarial and administrative support to the school and its leadership team – this will include confidential administration and minute-taking when required.
6. Maintain the school calendars, arrange appointments, receive visitors and operate effective communication systems. Diary management for the headteacher.

7. Plan and prepare for meetings, including organising rooms, refreshments and printing papers. Meetings will include annual reviews, parent/carers consultations and governors' meetings.
8. Maintain up-to-date physical and electronic pupil records, ensuring they are complete and accurate.
9. Prepare, produce and circulate letters, publications and reports within agreed timescales.
10. Extract and provide data to school leaders with the effective use of technology, such as spreadsheets and management information systems (MIS).
11. Prepare and submit statutory returns such as termly census/headcounts, end of phase assessments and School Workforce Census.
12. Coordinate admissions procedures for all school admissions, including reception intake, in-year admissions/leavers and secondary transfer.
13. Responsibility for ensuring compliance with admissions procedures, including reporting to the LA, maintaining a waiting list, offering places and CTF administration via S2S.
14. Meet, greet and support prospective parent/carers and with admissions queries, and organise effective induction procedures for new children/families.
15. Share knowledge, skills and experience with team members to support professional development.
16. Delegate tasks to admin assistants where appropriate and as necessary.

Human Resources

1. Maintain physical and electronic personnel files in a timely fashion
2. Ensure all staff details required for the school workforce census (including salary, contracts, qualifications, equal opportunities data, absence etc.) is up-to-date and accurate on relevant systems
3. Monitor and record staff sickness absence, special leave, annual leave and TOIL, including entry on the payroll portal to monthly payroll deadlines, and highlighting any concerns to the SLT
4. Prepare payroll forms for contractual changes (such as starters, leavers and contract variations), for approval by the Headteacher. Make amendments to the MIS and payroll portal to reflect approved changes
5. Assist the business manager in checking payroll reports to ensure costs and variations are appropriate and budget areas are correctly charged
6. Support senior leaders in the application of the sickness absence procedures by processing return to work forms and special leave requests; providing accurate absence records; and arranging and minuting absence review meetings.
7. Record staff absences on the calendar and support the SLT by booking agency cover where required
8. Administer volunteers and work experience - ensuring relevant policies are followed, forms completed and inductions completed

9. Support the SLT throughout the recruitment process for new staff, including advertising vacancies, organising interviews, tasks and tours etc.
10. Support the completion of pre-employment administration and checks, and coordinate the induction of new staff.
11. Contribute to the maintenance of the single central record (SCR) and visitor/safeguarding procedures.

Attendance

1. Preparing class registers for the start of each academic year and maintaining them through the year in accordance with Islington Council policies and procedures
2. Promote good attendance across the school community with effective communication, relationship-building and consistent application of the attendance policy
3. Maintain accurate and up-to-date attendance/lateness records and contact parents/carers on a daily basis to obtain and record reasons for lateness and absence on the MIS
4. Monitor the timely and accurate completion of both morning and afternoon registers
5. Report concerns about lateness and attendance to phase and senior leaders, in particular persistent absences
6. Ensure the Headteacher and the senior leader with delegated responsibility for attendance are kept informed of pupils reaching attendance trigger points and ensure parents are kept informed of attendance status. Organise diary meetings with the appropriate senior leader and parents before trigger points are breached;
7. Process and record children who arrive late, leave during the school day and those who are collected late after the end of the school day;
8. Process applications for any leave/special absence of children under the direction of the Senior Leaders and Headteacher;
9. To ensure full records are kept and filed appropriately.
10. Liaise with the Senior Leader with this responsibility and refer children who are not meeting attendance targets and those who take holiday during term time and inform the relevant person in Local Authority.
11. Ensure Senior Leaders and teaching staff are kept informed of persistent absences or late pupils.
12. Be responsible for maintaining full accurate records and to complete statistical returns regarding pupil attendance and punctuality as required by the school, the Local Authority (LA) and the DfE.

Other responsibilities

1. Support good financial management by complying with and raising awareness of agreed procedures.

2. Assistant with financial administration such as collecting/counting monies; raising purchase orders; preparing booking forms; booking.
3. Setting up items, trips etc. for payment and/or consent using relevant systems. Follow up on missing consents and/or payments.
4. Support with the organisation of school trips and events, including booking of venues, transport and meals; correspondence with parents/carers; liaising with trip organisers and third parties.
5. Identify information on the school website that needs updating. Update the website as agreed or directed by members of the SLT.
6. Contribute to ensuring that all medical information is kept up to date and staff are aware of any children with medical needs.
7. To oversee first aid provision in school and ensure that all policies and procedures are followed correctly.
8. Support the administrative functions of the extended school provision
9. Facilitate excellent communication and liaison with all school staff.
10. Oversee administration of lost property
11. Assist with the production school publications such as the staff handbook and prospectus.
12. Ensure that uniform sales and stock control are managed effectively
13. Attend and participate in relevant strategic and non-strategic meetings as directed by the Headteacher, Business Manager and SLT.

Expectations of All Staff

1. To adhere to the Code of Conduct and demonstrate integrity and objectivity at all times.
2. To be professional in dress and manner at all times
3. To promote the wellbeing and safeguarding of children.
4. To maintain appropriate relationships and personal boundaries with children and young people.
5. To carry out the responsibilities of the post with due regard to the Equalities Act.
6. To carry out the duties and responsibilities of the post in accordance with H & S procedures and relevant H&S Guidance and Legislation.
7. To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.
8. To be aware of data protection responsibilities under GDPR. To use tact and discretion when handling, sharing or disposing of any information which could be confidential.
9. To undertake training and professional development as appropriate.
10. To constructively take part in meetings/briefings, supervision, conferences and other events designed to improve communication and assist with the effective development of the post and the post holder.

11. To undertake other duties appropriate to the post that may reasonably be required.

PERSON SPECIFICATION

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RESPONSIBLE TO:	Business Manager / Headteacher

Requirements		Essential Criteria	
Qualifications and Experience	E.1	Proven administrative experience in a similar field	
	E.2	GCSE grade C or above, or equivalent qualifications, in English and Maths	
	E.3	Experience of managing multiple priorities	
	D.4	Educated to degree level, or equivalent	
	D.5	Experience of SIMS	
Skills, knowledge and abilities	E.6	Excellent written and oral communication skills and ability to deal sensitively with members of the public and professionals at all levels, by telephone and in person	
	E.7	Ability to work under pressure and meet tight deadlines	
	E.8	Ability to produce accurate and detailed information	
	E.9	Excellent skills with systems, databases and Microsoft Office	
	E.10	Awareness of security and separation of duties	
	E.11	Ability to communicate effectively in writing, on the telephone and face to face	
		<ul style="list-style-type: none">• draft correspondence independently;• write and communicate verbally clearly and concisely	
	E.12	Ability to build and maintain an effective working relationship with a wide variety of people	
	E.13	Diplomatic approach in dealing with difficult situations.	
	E.14	Ability to prioritise to ensure that deadlines are met, whilst working under pressure.	
	E.15	Ability to work on own initiative and contribute ideas to the improvement of admin services at the school.	
	E.16	Ability to maintain strict confidentiality in all matters.	
	E.17	A commitment to providing a responsive and supportive service and a willingness to constantly seek ways of improving the service.	

- E.18 Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- D.19 Knowledge of school priorities