



Senior Administration Officer - JOB DESCRIPTION

Reporting To: Head of Administration & PA To the Headteacher

Payscale: TEAL Associate Staff Pay Scale, Point 9

Job Purpose:

To actively support our core purpose, remembering that "We are here to make great schools and happier, stronger communities so that people have better lives."

The post holder will oversee, co-ordinate, monitor and supervise the daily work of the school Administration Officers and Receptionist to ensure the smooth running of the administration and reception services. To provide specific administrative support to the Deputy Headteacher and Assistant Headteachers. To cover for the PA as and when required. To oversee and manage the reprographics environment ensuring the administration team are producing high quality documents, in a cost effective and timely manner. To manage the Work Experience Programme. To manage the immunisation arrangements in the school. To manage the lettings facilities of the school. To manage the School Trip (Evolve) arrangements for the school. To manage the banking/petty cash procedures of the school.

Key Responsibilities: Specific

- To oversee, co-ordinate, monitor and supervise the daily work of the school Administration Officers, Receptionist and Cover Officer
- Contribute to the recruitment of new office staff
- Supervise the induction, training and performance management of the Administration Officers, Receptionist and Cover Officer
- Provide advice, guidance and support to the Administration Officers and Receptionist to respond to more complex or non-routine matters
- To oversee all pupil data, including the transfer of pupil data for the new year 7 intake/In Year Transfers and associated activities in order that pupil transfers are managed effectively
- To be responsible for general housekeeping both using MIS and paper files
- To keep pupil data in MIS up to date using:
 - Data Collection Forms (paper)
 - Data Collection Online Forms (MIS)
 - Change to pupil details forms
 - Emails from Parents/Carers
- To action managed moves in a timely manner
- To comply with the Data Protection Act, the Freedom of Information Act and requirements on confidentiality and ensuring documentation is filed securely and appropriately
- Responsible for the archiving of all pupil information and appropriate disposal of pupil records in line with the school's retention policy
- Preparation and distribution of letters and associated paperwork, investigating and responding to queries where necessary
- Resolving parent/carer queries either electronically, in person or via telephone
- To oversee the out-going postal system, ensuring the franking machine is kept updated with relevant costings
- Coordination of Pigeonholes
- Responsible for the organisation of vaccination sessions in school
- Responsible for producing and distributing the weekly Parent/Carer Newsletter
- Providing ParentPay admin support including, but not limited to:
 - Running weekly financial reports
 - Creating parent and staff accounts and distributing activation letters
 - Creating and amending payment items
 - Chasing payments
 - Processing refunds
 - Sharing data with school staff
- Management of the distribution and collation of School Trip Medical Consent
- Management of the Work Experience programme
- Management of all other administration functions, including but not limited to:
 - Lunchtime arrears – emails/liasing with parents/carers
 - Minute meetings
 - To run and create MIS reports
 - Scanning documents to pupil files
 - Dealing with admin phone calls
 - Biometrics
 - Food labelling for the kitchen
 - MIS Parent App
- To provide specific administrative support to the Deputy Headteachers and Assistant Headteachers
- To cover for the Headteachers PA as and when required

- Manage the lettings facilities of the school
- Manage a cost effective and responsive reprographics service
- To assist the Business and Finance Manager with any financial audits
- To manage the school trip arrangements of the school
- To manage the banking/petty cash procedures of the school
- To have a flexible approach to work as it may be necessary to attend meetings and events outside normal working hours
- To engage in continuous professional self-development

Key Responsibilities: General

The post holder will be required to act on their own initiative or on the authority delegated from their line manager or a member of the School/TEAL SLT.

The post holder will be expected to work within TEAL and the schools' policies and procedures and uphold the organisation's values and vision.

The job description is not intended to be a complete list of duties and responsibilities but details the major requirements of the post. It may be amended at a future time, to take account of the developing needs of TEAL. The post holder will undertake any other duties appropriate to the remit.

TEAL is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.

The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibility for Health and Safety on all employees, therefore it is expected that everyone takes reasonable care for their own health and safety and the health and safety of others.

The above duties may involve having access to information of a confidential nature, which may be covered by General Data Protection Regulations (GDPR) 2018, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must always be maintained and employees must work with and process personal and sensitive information in accordance with Data Protection Act 2018 including the GDPR. Employees must protect the safety and security of information (e.g. using strong passwords, reporting breaches, and ensuring information is stored and disposed of securely).

The key competencies and behaviours commensurate with this post are identified overleaf.



Ethical Behaviours Charter

Competency	We do this by
Trust	<ul style="list-style-type: none"> • Being reliable, consistent, credible, honest, humble, courageous and kind. • Managing emotions and helping others to do the same. • Keeping promises and doing what we say we will • Having genuine compassion for others
Wisdom	<ul style="list-style-type: none"> • Developing knowledge and expertise, then sharing that knowledge • Learning from mistakes and failures and admitting when we are wrong • Seeing systems and processes as ways to fulfil our purpose, removing or changing them if they fail in that.
Kindness	<ul style="list-style-type: none"> • Being patient, respectful, generous and forgiving. • Acting with compassion and care, listening and seeing the person behind the role • Focusing on relational practice; building trust and rapport with others by empowering and elevating them.
Justice	<ul style="list-style-type: none"> • Doing what is right, rather than what is popular or easy • Ensuring we live our sense of purpose and values in the way we behave, make decisions and communicate. • Applying rules in a consistent, transparent and fair way, whilst allowing for discretion and common sense. • Valuing difference, building diverse teams and encouraging others to behave responsibly and with moral purpose.
Service	<ul style="list-style-type: none"> • Putting ourselves in the service of others. • Reducing stress and anxiety in the organisation by modelling calm and considerate behaviour • Behaving in a dutiful way, demonstrating humility and self-control. • Removing barriers to enable others to do their jobs well
Courage	<ul style="list-style-type: none"> • Holding ourselves to account when something goes wrong. • Remaining calm, optimistic and positive in the face of adversity and change. • Speaking honestly, openly and with empathy
Optimism	<ul style="list-style-type: none"> • Believing in our own ability, and the ability of others, to do what is right to change the world for the better. • Calling out negativity, cynicism and dishonesty. • Remaining positive and encouraging, helping others to overcome challenges and celebrating their success.
Vision	<ul style="list-style-type: none"> • Anticipating the future and embracing it. Thinking strategically, analysing and assessing information to deliver organisational growth. • Reading, researching, networking and sharing learning with others. • Believing in the potential of others; helping them be the best they can be.