

Post title	Senior School Administrator
School/Organisation	Avanti House Secondary School
Location	Stanmore
Grade	Grade 5, £23,823 - £26,221 (Actual Salary £20,285 - £22,328) (0.85150 FTE) per annum
Hours	Full time (36.25 hours per week) Term Time only plus 10 days
Reports to	Business Support Manager
Preferred Start Date	As soon as possible

MAIN PURPOSES OF THE JOB

- Be responsible for and manage the operation and delivery of support services within the school.
- Be responsible for the management of and planning, development and monitoring of support services.
- Responsible for management of staff, including commissioning and delegation of relevant activities.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.
- To provide a professional and confidential administrative service for the school including word processing of correspondence, reports, publications and other documents as required.
- Be the first point of contact in person and by telephone. Meet and greet visitors, following visitor safeguarding and signing in procedures.
- To undertake first aid duties as trained and as required.
- Lead on the school's payment and lunch systems including the recovery of outstanding monies.

RESPONSIBILITIES OF THE JOB

Organisation

- Be responsible for planning, development, design, organisation and monitoring of support services and whole school systems/procedures/policies.
- Undertake line management responsibilities including performance management as appropriate for administrative and support staff.
- Represent the administrative support staff at relevant meetings.
- Be responsible for the development of localised systems for support staff.
- Ensure reception is appropriately resourced ensuring the correct signing in and out of all visitors.
- Deal with complex and contentious enquiries from parents at reception and over the telephone.



- To work with Senior Leaders to organise After School Provision activities
- To manage and coordinate school administration and organisational services – Attendance, punctuality, surveys, questionnaires.
- To contribute to the organisation and arrangement of events – which may include (but not exclusively) training courses, meetings of the governors, school assemblies, festivals and concerts – by arranging venues, organising resources, arranging attendance and coordinating the contributions of other school staff
- To ensure records are maintained for Music Instrumental Teachers.
- Send communication to parents when required in a timely manner. Ensure all communications are approved prior to being issued.

Administration

- Develop and monitor management information systems.
- To take minutes of meetings as required
- To design, create and print out complex documents using a computer
- To design, create, produce and print out presentations, learning materials, newsletters and so forth for the use of the school, using a computer
- Determine the need for and arrange provision, analysis and evaluation of data and detailed reports/information.
- Be responsible for the design and effective operation of administration procedures.
- Be responsible for the submission of relevant information to SLT, the SSC and outside agencies e.g. DfE.
- Be responsible for the school's payment and lunch systems (Parentpay and Biostore) setting up services; responding to parental queries; monitoring payments and recovery of outstanding monies to the school by maintaining accurate records and generating reminder letters and/or making calls for outstanding monies for pupil dinner, staff dinner.
- Replying to emails and disseminating outgoing external mails for checking.
- Send communication to parents when required in a timely manner. Ensure all communications are approved prior to being issued.
- Support with deliveries to school and liaising with site team.

Resources

- Identify the need for select and manage resources.
- Be responsible for the appropriate recruitment and deployment of staff.
- Be responsible for the provision of specialist advice and guidance to SLT/SSC on national and local guidelines/policy/statute within their own area of responsibility.
- Interpret matters of policy/procedure/statute to ensure schools compliance and initiate appropriate action arising within their own area of responsibility.
- Identify the need and be responsible for securing and managing appropriate licences and insurances.
- Be responsible for devising marketing and promotion strategies for the school including regular updates to the schools' website.
- Be responsible at school level in monitoring facilities including use of premises.
- Develop work specifications and manage service contracts.

- Be responsible for effective management of financial administration procedures, including responsibility for compliance with financial regulations.
- Support health and safety and safeguarding within the school.

Responsibilities

- Comply with and assist in the development of policies and procedures relating to child protection, security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- To adhere to school policies and Trust's Ethos Policy.
- Contribute to the development and implementation of the overall ethos/work/aims of the school.
- Develop constructive relationships and communicate with other agencies/professionals.
- Participate in training opportunities and professional development as required.
- Undertake similar duties commensurate with the level of the post as required by the Principal.
- To work effectively with other members of staff to meet the needs of all pupils.
- To attend staff meetings and Trust-based INSET as required.
- To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations

Person Specification

Criteria		Requirement	
		<i>Essential</i>	<i>Desirable</i>
1.	Demonstrable experience of developing and maintaining administrative systems and procedures.	X	
2.	Strong, proven administration experience, particularly of supporting varied projects / teams	X	
3.	Proactive in approach, able to show initiative and to cope effectively with possible situations of conflict, stress and pressure	X	
4.	Excellent organisational skills, able to work to strict and often conflicting deadlines	X	
5.	Significant experience of working in a similar role within an educational setting.	X	
6.	Excellent level of literacy and numeracy skills.	X	
7.	High level communication skills: verbal, interpersonal and written and able with a range of people including staff, students, parents, VIPs and visitors with diplomacy and tact	X	

Person Specification			
Criteria		Requirement	
		<i>Essential</i>	<i>Desirable</i>
8.	High level of competence using the internet, websites, word processing, data bases and other specialist resources/equipment etc.	X	
9.	Experience of supervising other administrative staff effectively including the allocation of work.	X	
10.	Excellent ability to communicate clearly and concisely both orally and in writing.	X	
11.	Appropriate knowledge of first aid	X	
12.	Excellent ICT skills and working knowledge of school management information systems	X	
13.	Good working knowledge of relevant policies/codes of practice and awareness of relevant legislation.	X	
14.	Ability to work to a high degree of accuracy and pay attention to detail.	X	
15.	Ability to plan and manage their own time effectively and work prioritizing tasks in a time efficient manner and keep to deadlines in a very busy environment.	X	
16.	Willing to work collaboratively across many departments and develop and maintain positive and supportive working relationships	X	
17.	Ability to relate well to children and adults.	X	
18.	Ability to interpret information and to devise work guidelines for other staff.	X	
19.	High degree of energy, resilience and enthusiasm	X	
20.	Promote and safeguard the welfare of children and young people within the school.	X	
21.	Awareness of Health and Safety requirements within a school setting.		X
22.	Commitment to professional development, learning and development.	X	
23.	Empathy with and a commitment to the aims and ethos of the School	X	

FURTHER INFORMATION

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act

1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.