

JOB DESCRIPTION

Senior Office Administrator

This job description is subject to regular periodic review and may be changed, through consultation, in accordance with the development needs of PHOENIXPLACE and/or the post-holder.

Post:	Senior Office Administrator (Non teaching)
Salary:	PP - Independent Salary Scale: (Grade 5: £23,957 - £25,634)
Reporting to:	Headteacher / School Business Manager
Liaison with:	All Stakeholders
Contract type/hours:	Full Time/Permanent/Job share will be considered (37.5 hrs pw) (weeks pa TBC) 8.15am-4.00pm
Line Management of:	n/a

School Context We are a specialist school that support young girls with various needs eg SEN, mental health. Candidates understand that the role can be challenging on a day to day basis, dealing with complex emotional and behavioural needs of our students.

Safeguarding: PhoenixPlace is committed to safeguarding and protecting the children and young people that we work with. We have a strong safeguarding culture and expect applicants to continually develop their practice in this area. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. Professional references will be sought prior to commencement of this post.

Main purpose

Senior Office Administrator

- Is responsible for overseeing the daily administration and operations of the school office
- Are responsible for all administrative, designated financial and organisational processes within the school, maintaining confidentiality at all times.
- Assist with all the planning and development of support services.
- Is the main point of contact/front of house for the school

Duties and responsibilities

Under direction of the Headteacher / School Business Manager

Organisation

- Supervise the day-to-day work of the administrative function of the school office.
- Providing administrative support to staff and pupils.
- Contribute towards the planning, development and organisation of the support service systems, procedures and policies
- Assist in the organisation/administration of school trips/events ensuring staff and external providers have completed all associated risk assessments

Administration

- Manage manual and computerised record/information systems
- Produce reports/information/data as required from MIS
- Undertake work processing and IT based tasks
- Provide personal, administrative and organisational support to the staff team
- Provide personal, organisational and administrative support to the SAP team (where necessary)
- Oversee and organise the management of admissions procedures, maintain waiting lists and allocate spaces accordingly in line with the schools' admissions policy and LA procedures
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Manage the induction process for new students
- Support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law
- Ensuring that attendance registers are completed to a high standard of accuracy
- Dealing with clerical tasks as required by the and School Leadership Team (SLT).
- Assisting with Admission of new prospective student to the school
- Monitoring inventory of office stock and ordering of resources
- Updating school registers

Senior Office Administrator

Resources

- Order, monitor and manage stock, ensuring best value following the school's purchasing processes
- Oversee and operate relevant equipment and IT packages (e.g. the school's MIS system)
- Provide advice and guidance to staff, students and others on administration systems and events that take place in school.
- Assist with marketing and promoting the school
- Manage financial administration procedures and maintain appropriate records to satisfy audits (as directed by the School Business Manager)
- Assist with the planning, monitoring and evaluation of the budget for resources
- Manage office expenditure with an agreed budget
- Manage designated service contracts
- Assist with the organisation of premises repairs under the direction of the School Business Manager
- Manage school licences and insurances
- Ensure the office is kept tidy, organised and in good order at all times, making sure there are sufficient office resources available

Responsibilities

- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communication with all staff and other agencies/professional
- Recognise own strengths and areas of expertise and use these to advise and support others
- Participate in training and other learning activities and performance development as required
- Ensure that all staff create a professional and welcoming reception for all visitors and parents and all visitor checks
- Ensure the smooth and effective running of the school office and all administrative and communicative systems
- Ensure to present, at all times, a positive image to the school to all staff, parents and visitors both internally and externally

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher

Safeguarding

Be committed to the safeguarding and promotion of the welfare of children and young people.

Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person/s.

Confidentiality

You should work within the rules of the Data Protection Act 2018 and adherence to GDPR when handling personal information.

Private and personal information about all students and any person working for the school, in whatever capacity, should remain confidential and available only to those with a clear 'need to know'. You must not discuss school business, students or colleagues in public places or with others outside work.

The post holder must read and sign that they have read and understand the schools following documentation

- Confidentiality Policy
- Staff Code of Conduct
- Safeguarding Policy
- Keeping Children Safe in Education
- Management of Behaviour Policy

(changes to any of these policies including any updated addendums, will be communicated to staff as they arise. Staff must read confirm their understanding of these updates as directed by the Head)

Professional development

- Take part in the school's JPR/appraisal procedures
- Lead on the appraisal and professional development of allocated staff

This job description may be amended at any time in consultation with the postholder.

Person specification

Senior Office Administrator

Qualifications and training

- GCSE (or equivalent) in English and maths

Experience

- Experience working in a school office environment (desirable) or office environment in another field
- Organising, leading and motivating other staff
- Developing, managing and operating clerical/administrative/financial and organisational systems
- School finances and managing budgets
- Analysing and evaluating relevant school data
- Experience dealing with challenging situations

Skills and knowledge

- Good knowledge of financial regulations & procedures
- Excellent attention to detail
- Excellent literacy/numeracy skills
- Knowledge of Data Protection and GDPR policy and practice
- Competent use of IT packages including word processing, computerised accounting systems and school MIS systems eg SIMS
- Ability to use relevant office equipment effectively
- Ability to plan, organise and prioritise
- Ability to deal with challenging situations
- Ability to develop positive relationships with all stakeholders eg parents/carers, external services
- Good communication skills

Personal qualities

- Empathy and understanding of students needs
- Commitment to ensuring the safety and welfare of children
- Uphold and promote the ethos and values of the school
- Act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school
- Ability to work under pressure and prioritise effectively
- Flexible, adaptable and self-motivated
- Able to develop effective relationships with staff, students, parents/carers and stakeholders
- A genuine concern for the happiness and welfare of both students and staff
- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding and equality
- Resilience