

School Office Administrator

Job Description

Job Title
School Office Administrator
Salary
Grade 14
Responsible to
Operations Manager
Hours
6 Hours (one day) per week Term time plus 2 additional weeks Fixed Term

Job Purpose
The School Office Administrator, under the direction of the Operations Manager, will: • support the effective operation of the main administration functions; Reception, Welfare, Resources and Student Services • pro-actively develop the administrative delivery within the school, in our drive for continuous improvement • effectively liaise, communicate and prioritise with the school's Senior Leadership Team and other key staff to determine day to day operational requirements • promote a positive student-focused approach to support high levels of teaching and learning • contribute to the overall ethos, work and aims of the school

Main responsibilities and duties
Organisation • Provide full administrative support for the school requirements of the role. • Support good practice and consistency across the office. • Work within a team collaborating towards the school's vision for improving life chances for students and are committed to supporting high quality teaching and learning • Participate in regular team meetings designed to discuss new, and review existing processes and address any concerns. • Follow school policy ensuring a consistent approach to administration. • Embrace new technologies.

- Assist with covering work in times of staff absence within the office, ensuring provision of service is maintained.
- Ensure the effective operation of the school reception within agreed protocols
- Maintain administrative processes to ensure the school is carrying out its statutory responsibilities with regard to student attendance.
- Work in close collaboration with Timetabling staff to support the annual timetable preparation process, to ensure all student timetables are updated and subject rotations are actioned.
- Follow the day-to-day operation of safeguarding processes for internal and external visitors.
- To ensure all records are kept in compliance of the Data Protection Act.

Administration

- Maintain the computerised school administration and student record system (ARBOR), creating and updating records and producing reports as required.
- Work collaboratively with key school staff to promote high levels of student attendance and to track and monitor levels of absence.
- Oversee the daily recording, monitoring and analysis of student attendance, ensuring all registers are completed twice daily and that no missing marks or unexplained absences remain.
- Account for any students missing from lessons following procedures set by the Safeguarding Lead.
- Running regular statistical analysis reports to inform tutors, Heads of Year, Welfare Officer & Assistant Designated Safeguarding Lead, the Senior Leadership Team and Governing Body.
- In liaison with key staff, be a point of contact for all timetable and room booking enquiries.
- Administer changes to the school timetable, working with colleagues to proactively and accurately maintain and update timetables on ARBOR.
- Maintaining and updating the timetable in relation to new students, student options, class lists and half-termly timetable rotations
- Support the Marketing Officer in ensuring the school website is regularly updated with letters sent home, school sporting fixtures and other appropriate communication.
- Follow an outlined evacuation policy to maintain safety of staff and pupils under the guidance of fire and safety training. To print registers and act as one of a team of marshals during fire evacuation procedures.
- Prepare data returns including the School Census as required.
- Ensure data protection compliance and reporting of any breaches.
- Maintain records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times.
- Provide administration support for PE fixtures and trips updating Arbor accordingly.
- Undertake administrative support for the Operations Manager

First Aid Cover

- Undertake appropriate training and join a team of First Aiders to provide cover in the absence of the Principal First Aider.

Duties/Lunchtime Supervision

- Assist with lunchtime supervision as required

Skills and Experience

- The successful candidate will:
- Have excellent administrative skills, including strong IT skills, with the ability to produce written documents to a high standard and work with spreadsheets.
- Be experienced in data entry, ideally with some knowledge of education management information systems, and exhibit high attention to detail and accuracy.
- Be able to demonstrate excellent communication skills, both verbally and in writing, and display a confident and professional approach verbally.
- Have the ability to use their own initiative and remain calm and professional in challenging situations.
- Show good organisational skills with the ability to work flexibly, adapt to different projects and requests and work to tight deadlines.
- Have a professional work ethic with a commitment to raising standards in all areas of responsibility.
- Knowledge and understanding of the education sector and/or experience of working within a school environment would be desirable with a willingness to develop an awareness of school attendance legislation.

Expectations of Successful Candidate

- Maintain strict confidentiality with all students, staff and visitor data with due regard to data protection.
- Work proactively and communicate appropriately with staff, students, parents and other third parties to provide professional, efficient and effective support across the school
- Work closely with others towards shared goals; support and contribute to the development of others within the team through sharing knowledge.
- Consider the reputation and maintain the high standards of the school in all work and communications.
- Undergo any training required in order to perform duties effectively and be willing to train as a first aider.
- To carry out any other reasonable task at the request of the Operations Manager

Key Contacts and Relationships

The School Office Administrator will liaise with the Operations Manager, Student Services Team, Headteacher, Senior Leadership Team, Heads of Year, and other senior Managers, Teaching and support staff, relevant external agencies and students.

Special notes of conditions

Employees will be expected to comply with any reasonable requests from a manager to undertake work of a similar level that is not specified in this job description.

Employees will:

Promote and safeguard the welfare of children and young people and be of the understanding that safeguarding is everyone's responsibility.

Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection

Undertake any other duties commensurate with the grade, and/or hours of work, as may reasonably be required.

Take responsibility for upholding and complying with the Trust's Equality and Diversity policies and for behaving in ways that are consistent with fair and equal treatment for all.

Comply with General Data Protection Regulations and maintain awareness of Trust policies and procedures in this area.

The post-holder must at all times carry out their responsibilities with due regard to Trust policy, organisation and arrangements for Health and Safety at work.

Review

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post-holder's professional responsibilities and duties.

School Office Administrator

Person Specification

Category	Essential	Desirable
Qualifications	• NVQ3 in Business Administration or equivalent qualification in a relevant discipline (or working towards) • Excellent literacy and numeracy skills equivalent to GCSE Grade C in Maths and English • Competent use of IT packages including word processing, computerised accounting systems and school MIS systems • First Aid Qualification or willingness to undertake relevant training • Willingness to participate in staff training/development programme for further training and professional development	
Knowledge, skills and experience	• Experience of working in an office environment • Developing, managing and operating clerical/administrative and organisational systems • Experience of analysing and evaluating data • Ability to work constructively with minimal supervision and as part of a team. • Ability to plan, organise and prioritise • Good planning and organisational skills and a flexible approach to the management of work • Ability to identify and progress work priorities • Ability to effectively maintain accurate records and systems, respecting principles of confidentiality. • Ability to communicate effectively, both verbally and in writing, with	• Experience of working within an educational environment or with young people • Experience of using Information Management Systems

	colleagues, students and external bodies • Ability to use relevant office equipment effectively • Confident use of IT packages including Microsoft Office	
Interpersonal and communication skills	• Commitment to promoting the ethos and values of the School and Trust and getting the best outcomes for all pupils • Ability and willingness to interact well with the wider School and Trust community and people at all levels • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Embraces change well • Deals with difficult situations effectively • Understanding of the principles of confidentiality • To engage actively in the Performance Management Review process	
Additional requirements	• Able to display an awareness, understanding and commitment to the protection and safeguarding of children. • Commitment to maintaining confidentiality, discretions and tact at all times. • Must satisfy relevant pre-employment checks including DBS clearance and Right to Work in the UK • 2 professional references • Shortlisted candidates will be subject to online searches	