

Jack Tizard School

Job Description – Senior Administration Officer

Salary / Scale: 5, Point 12 - 15

Hours and working pattern: Term time plus 4 weeks (43 weeks), 36 hours per week, Mon-Fri. Working pattern to be agreed.

Responsible to:

The School Business Manager

Employees directly supervised:

None

Key liaisons:

- Multi-Disciplinary Team
- Class Teachers
- Local Authority Keyworkers
- Parents / Carers
- Transport Providers
- Catering Team

Job Purpose

The Senior Administrative Officer is a key role in the efficient operation of the school day. They provide high level administrative support across the whole school and are a key link between the school and families and other agencies.

Administrative Duties

- Overseeing the management of meetings, including sending invitations, minuting where appropriate and dissemination of paperwork.
- Updating and distributing online and offline communications to parents, staff and other stakeholders through a variety of platforms in an efficient and professional manner
- Overseeing, maintaining and monitoring pupil and staff related records including pupil central files, electronic files, consent forms and admission forms.
- Updating records using the School's systems for managing information e.g. SIMS and Open KM.
- Analysing and evaluating data / information and producing reports / information / data as required

- Assisting staff, parents, governors and other stakeholders with the information and support they need, seeking support where necessary to respond to more complex enquiries
- Providing administrative and organisational support to other staff
- Maintaining systems relating to school meals including collection of dinner money income, daily meals registers and free school meals register and applications
- Submitting and inputting data for statutory returns to the Local Authority and DfE, including assessment data, school census and CTF files
- Keeping records in accordance with the school's record retention schedule and data protections law, ensuring information security and confidentiality at all times
- Monitoring and ensuring accuracy of pupil attendance records, producing reports as necessary
- Providing support in Reception when needed e.g. answering telephones, greeting parents / carers and visitors efficiently and in a professional and supportive manner whilst following the school's safeguarding procedures
- Carrying out filing, printing and photocopying
- Producing written communication that is professional and upholds the school's ethos and mission statement
- Proof-reading outgoing communication to ensure that it is of the highest standard
- Providing support for asset management e.g. logging equipment loans for the toy library and using the asset management system.

Support for the Leadership Team

- Overseeing the admissions process for new pupils, liaising with key stakeholders within the Local Authority and Multi-Disciplinary Team, arranging visits for families, organising admissions meetings, preparing and overseeing related paperwork
- Co-ordinating, preparing and collating required documents for statutory reviews of Education, Health and Care plans (EHCPs) and attendance by parents / staff / Multi-Disciplinary Team
- Co-ordinating multi agency involvement in the Annual Review process
- Minuting, compiling and distributing reports from Annual Review & network meetings within the statutory guidelines and timescale
- Maintaining a current list of agencies involved with each pupil
- Entering data into the school's finance systems, including invoices and purchase orders, ensuring best value. Producing reports as necessary and assisting the School Business Manager in day to day financial management. Deputising in the absence of the SBM.
- Carrying out financial administration in line with the school's and Local Authority procedures
- Working with colleagues to identify funding and submitting grant applications

Relationships

- To have effective and positive relationship with students, staff, parents, visitors, key stakeholders and contractors
- Demonstrate positive ethos and values through commitment to the school mission statement
- To promote and integrate equal opportunities policies into all aspects of the role. To challenge discrimination and disadvantage on the grounds of disability, gender, race, sexuality and class
- To work as part of a team, ensuring effective communication between team members, service users and other professional networks

Other areas of responsibility

- Read and follow the relevant school policies
- Undertake training required to develop the role
- Contribute to the safety of children and young people and protect them from harm
- maintain and high degree of confidentiality with regard to issues concerning members of staff and pupils. respond with tact sensitivity and awareness to pupils and parents in relation to duties undertaken

To undertake any duties not listed that are commensurate with the level of responsibility of the post