

JOB DESCRIPTION

POST: Senior Administration Officer

RESPONSIBLE TO: Deputy Principal

GRADE/LEVEL: Grade 4

LOCATION: Consett Academy

CORE PURPOSE: To provide high level, comprehensive and confidential support to the administrative function of the Academy. To line manage the admin team to ensure they are effective and support the administrative needs of the Academy.

SPECIFIC RESPONSIBILITIES

- To lead and ensure the provision of high quality administrative support to the Academy
- To ensure good customer and working relationships are built and maintained through the provision of an efficient, customer- focused service
- To effectively line manage the Academy administration team, delegating work where required across reprographics, reception and main office duties and identifying training needs within the team
- To ensure the provision of an effective reprographics service across the Academy, ensuring a timely and high-quality service
- To ensure Reception is appropriately staffed and that all visitors are provided with an appropriate welcome to the Academy
- To ensure all telephone, letter and e-mail enquiries are responded to in a timely and professional manner and accurate messages and queries are forwarded to the wider admin team and colleagues across the Academy
- To ensure the provision of administrative support to Academy transport needs, specifically educational trips and visits.
- To lead on the development of administrative policies and procedures which are efficient, effective and meet the needs of the Academy
- To ensure Academy engagement and induction events such as open evenings and parents' evenings have appropriate administrative support
- To support with various projects and areas of work involving research, communications with other organisations and reports as required
- In support of the SIMS, Exams & Data Coordinator, organise staff cover and ensure this is effectively communicated

- To ensure that all equipment used by the team is serviced and maintained in line with service level agreements, and faults are reported in a timely manner
- To support the PA to the Principal and SLT with the exclusion process, ensuring all parties receive appropriate documentation within agreed timeframes
- To facilitate the smooth running of the Academies administrative processes e.g. exclusions, student admissions and leavers' paperwork
- To effectively manage and support all Academy communications to students, parents and other stakeholders via all our communication channels i.e. website, WeDuc, text 2 parents service, etc.
- To be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with
- To support the production and distribution of the Academy newsletters and take responsibility for the relevant Academy briefing papers and staff forum meetings.
- To assist in the preparation of regular and ad hoc statistical reports, ensuring they are accurate and produced in a timely manner
- As required, to take accurate minutes of meetings
- To use and input data into computerised information systems and produce reports as requested.
- To work with other staff, including the Senior Leadership Team, to plan and organise events including meetings with external attendees and CPD sessions. This may include the provision of papers, booking of venues, organisation of refreshments, etc.
- To work with other admin staff across the Trust to share practice and resources and develop consistent and efficient processes.
- To apply best value for money principles to secure administrative resources and office supplies, ensuring the budget is effectively managed and appropriate stock levels are maintained
- To ensure that the administrative processes within the school are compliant with confidentiality and data protection requirements and report any issues or breaches to the Data Protection Officer
- To actively engage with the staff appraisal process both with the line manager and staff managed
- To promote appropriate personal and professional development within the admin team, providing an example through their own development and practice
- To be aware of and implement individual health and safety responsibilities as an employee and as a manager as defined through the Trust's health and safety policies, procedures and practices

- To promote the values and ethos of the Academies Trust and contribute to student safeguarding

VARIATION IN THE ROLE

Given the dynamic nature of the role and structure of the Trust, it must be accepted that as the Trust's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are therefore not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.

EQUALITY AND DIVERSITY

The Trust is committed to equality and diversity for all members of society and will act to discharge this responsibility, but many of the actions will rely on individual staff members to embrace responsibilities with commitment, to ensure a positive and collaborative approach to Equality and Diversity. This will require staff to support the Trust's initiatives on Equality and Diversity that will include development and training designed to enhance practices and the experiences of staff, students and visitors to the Academies, with an all-inclusive approach that celebrates differences.

Name of Post Holder:	
Signature of Post Holder:	Date:

PERSON SPECIFICATION – SENIOR ADMINISTRATION OFFICER

Candidates should be able to demonstrate the following minimum requirements:

Qualifications	<ul style="list-style-type: none">• NVQ Level 3 or equivalent qualification in a relevant discipline or recent extensive and relevant experience working at a senior administrative level.
Experience	<ul style="list-style-type: none">• Experience of working in an office environment and supporting senior leaders within an organisation• Experience of using a range of IT applications• Experience of working in a school-based environment (desirable)• Experience of SIMS (desirable)• Experience of managing or supervising other employees (desirable)• Experience of monitoring expenditure against a budget (desirable)
Skills and Knowledge	<ul style="list-style-type: none">• Excellent numeracy / literacy skills• Excellent ICT skills and ability to use the keyboard with speed, accuracy and precision• Ability to plan and develop effective administrative systems• Excellent verbal and written communication skills ability to communicate with a range of audiences• Good organisational skills with a high level of personal effectiveness• Ability to organise, lead and motivate other staff• Ability to comply with Academy and Trust policies, procedures and processes and promote the application of these to colleagues• Knowledge and ability to evaluate learning needs and actively seek learning opportunities• Ability to take and produce meeting notes• Analytical and problem-solving skills• Ability to work effectively as part of a team at all levels of the organisation• Ability to manage conflicting priorities and work successfully to deadlines• Knowledge of legislation and requirements around data protection and

	<p>confidentiality</p> <ul style="list-style-type: none"> • Research skills (desirable)
Attributes and Qualities	<ul style="list-style-type: none"> • Attention to detail, neatness and accuracy • Ability to maintain confidentiality • Friendly and approachable manner • Self-motivated, proactive and enthusiastic • Professional approach • Flexible approach to working arrangements • A commitment to working as part of the whole school team and supporting the vision and aims of the Academy • Willingness and commitment to participate in continuous professional development opportunities • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Suitability to work in a childcare organisation including willingness to obtain enhanced DBS clearance