Eslington Primary School
we aim high and learn together

Administration Officer
Permanent Role

Hours:	37 hours (TTO plus 4 weeks)
Salary Scale:	Grade G
To whom responsible:	Headteacher
Line Manager:	School Business Manager

Role

To provide high-quality administrative leadership and operational support to the school, ensuring efficient organisation of administrative systems and day-to-day office duties; GDPR lead and responsibility for handling information securely, confidentially, and in compliance with legislation and school policies; effective use of IT and MIS systems; coordination of supply arrangements; submit bids for income generation; arrange staff / governor CPD, maintaining confidentiality at all times; and support the facilities management function.

Organisation

GDPR and Information Governance

- Ensure compliance with UK GDPR, Data Protection Act 2018 and wider school policies.
- In collaboration with the Headteacher/School Business Manager, take a leading role on the required completion of operational tasks in line with GDPR matters, such as coordinating Subject Access Requests (SARs) and Freedom of Information (FOI) requests in line with statutory timescales and in liaison with schools DPO; completion of Data Protection Impact Assessments (DPIAs); data breach investigation and reporting; maintaining compliance records; and maintain the school IT Asset register.
- Responsible for ensuring compliance with data protection and data retention policies by monitoring retention periods, securely archiving

records, and securely disposing sensitive data in line with regulatory and organisational requirements.
- Deliver basic GDPR awareness to staff and support Governors in fulfilling their responsibilities.
- Committed to undertaking relevant continuing professional development (CPD) and proactively keeping up to date with changes in GDPR legislation to ensure ongoing compliance and best practice.

Management of Supply Staff

- Coordinate and manage supply staff arrangements, including booking supply staff; maintaining records of checks and compliance; processing timesheets.
- Ensure adherence to safeguarding, safer recruitment and vetting requirements.
- Act as the main point of contact for supply agencies.
- Undertake inductions/training for staff, as necessary.

Staff and Governor CPD

- Coordinate all staff and governor Continuing Professional Development (CPD) administration, including booking training courses; maintaining CPD records and logs; monitoring compliance with statutory training requirements.
- Support leadership and governors by providing accurate CPD reports.
- Coordinate induction and statutory training records for new staff and governors.
- Assist line managers with new employee probationary reviews to enable consistency.

Website

- To lead on website updates and design of the school website in collaboration with the school's website Host.
- Responsibility for keeping the school website up to date being aware of Ofsted and DfE legal requirements for website content.
- Responsible for school marketing and promotion and leading on any digital marketing platforms.

Facilities

- Support the facilities management operation and monitor progress towards premises repairs, accessing the internal repairs and maintenance portal.

- To liaise with outside contractors and ensure health and safety standards are maintained and risk assessments completed as necessary, e.g. Asbetos.
- Liaise with the Site Manager to provide a developing learning environment that is permanently safe, secure and ran to maximum efficiency.
- Support and lead the development of school projects in liaison with the Site Manager, e.g. the development of the outdoor areas.

<u>Transport</u>

- Support Pastoral Lead as necessary, overseeing the logistics of arranging the Transport Team rotas.
- Complete overtime returns.
- Liaise with Site Manager on transport training requirements and organise training.

Administration

- Lead and coordinate the day-to-day running of the school office.
- Act as a first point of contact for staff, parents, visitors and external agencies.
- To co-ordinate, and act as point of contact, when necessary, for any visiting professionals, contractors, volunteers, trainee teachers or pupils from other schools on work experience.
- Maintain accurate records, filing systems and databases as well as taking a leading role in planning, development, design, organisation and monitoring of support systems / procedures / policies.
- Manage correspondence and enquiries in a professional and timely manner.
- Ensure office systems and procedures are efficient, compliant and consistently followed.
- Support staff in the rollout and effective use of the MIS.
- Coordinate and order food, supplies and other resources required for the school's breakfast provision, ensuring appropriate stock levels are maintained.
- Manage school lettings.
- Attend meetings as required, accurately record minutes, decisions and agreed actions, and distribute documentation in a timely manner.
- Complete and submit complex forms, returns etc. including those to outside agencies e.g. DfE.
- Cover Administration Assistant/office if necessary.

- Any other duties required by Headteacher/School Business Manager relevant to the role.

Systems IT Management

- Support the Administration function with the school's IT systems including the MIS and liaise with support services and staff.
- Support staff with day-to-day IT queries and system access.
- Ensure secure data handling, backups and compliance with cyber-security guidance.
- To be responsible for the systems and general management of the school's administrative network, the implementation of appropriate Management Information System acting as System Manager for the administrative PC network.
- To maintain the e-communication network and ensure its safe and secure usage, ensuring staff are aware of use of ICT and Data Protection legislation.
- To oversee ICT equipment is in working order and liaise with ICT Services.
- To be responsible for obtaining the necessary licenses and permissions and ensuring their relevance and timeliness.

Resources

Income Generation

- Lead on income generation requirements for the school: completion of grant applications; monitoring and evaluation forms; providing suitable evidence as required.
- Be the point of contact for external stakeholders in relation to income generation.
- Develop and implement approaches to promote and expand community use of the Sports Hall, maximising opportunities to generate income for the school.
- Support Business Manager in maintaining appropriate financial records and evidence to satisfy Internal Audit.

Responsibilities

- Comply with and contribute to Safeguarding, Data Protection, Confidentiality, Health & Safety, Equality and wider school policies and procedures- reporting all concerns to an appropriate person.
- To work with SLT (and Governor Support) on the policy review cycle and

ensure all school policies are updated, ratified by Governors, and are made available in electronic and paper format (as required).

- Be committed to the Safeguarding and promotion of the welfare of children and young people.
- Always maintain the highest standards of confidentiality and professionalism.
- 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.
- Liaise with all outside agencies where necessary and develop and maintain professional relationships, working together as a team.
- Provide effective line management of the Administration Team, including supervision, support, development and performance management.
- To deputise for specific operational functions of the School Business Manager and/or Site Manager in an absence.
- Other support as required by Head Teacher, School Business Manager and Leaders.
- To support the school's values and vision.
- To maintain a professional profile within and external to the school.
- Participate in training and other learning activities as required.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Person Specification

Knowledge and Qualifications

Essential

Knowledge of:

- Confident user of IT systems and digital platforms

Qualifications:

- Excellent literacy skills
- Relevant administrative or business qualification (minimum level 4) or evidence of relevant experience

Experience of:

- Significant experience in an administrative role
- Effective use of ICT packages
- High standard of written and verbal communication skills
- Excellent organisational skills with the ability to prioritise workload
- High level of accuracy, attention to detail and confidentiality
- Ability to deal professionally with all stakeholders
- Ability to work independently and as part of a team
- Commitment to safeguarding and promoting the welfare of children

Desirable

Qualifications:

- Business Administration / Management FE (level 5 and above) qualification
- GDPR / data protection

Experience:

- Strong understanding of GDPR and data protection requirements
- Experience working in a school or education setting
- Office management experience
- Experience of income generation
- Experience developing or improving administrative systems
- Proactive approach to problem-solving and improvement
- Website maintenance
- Managing staff