



King's Academy College Park

A King's Group Academy

JOB DESCRIPTION: SENIOR ADMIN OFFICER

Job details

Salary: Band 6
Hours: 37 hours
Contract type: Permanent or Fixed term
Reporting to: School Business Manager / Headteacher
Responsible for: Admin Officer, Admin Assistant

King's Academy College Park is committed to safeguarding and promoting the welfare of children, and young people, and expect all staff and volunteers to share this commitment. DBS Disclosure at Enhanced level will be required prior to any offer of employment.

Function

To provide a support service complementary to the teaching and learning activities in the school. In particular, to be responsible for the smooth running of the school administrative office.

To monitor pupil attendance and take timely action, according to the schools systems and process, when pupils are absent.

Job Purpose

- To manage a comprehensive range of administrative functions in the school
- Work under own initiative to ensure workload is prioritised and efficiently completed across the school admin team
- To supervise the admin team and oversee the daily administration and organisational processes of the school office

Key Accountabilities

- All adults working at King's Academy College Park must ensure that the safeguarding of children is the highest priority and are responsible for reporting any concerns in accordance with the Safeguarding Policy.
- To actively promote the School's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place.
- To maintain awareness of and commitment to the School's Equal Opportunities Policies in relation to both employment and service delivery.
- To fully comply with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and the locally agreed safe methods of work.
- To work with colleagues to achieve service plan objectives and targets.
- To participate in employee development schemes and Performance Management, and to contribute to the identification of development needs.

PRINCIPAL RESPONSIBILITIES/DUTIES

Main responsibilities/ Duties

The principal duties shall be drawn from the following list:

Office Management

- Overseeing the office admin team, you will supervise and delegate accordingly
- To implement new office procedures to ensure the smooth running of the school office

Pupil Attendance

- To oversee that all registers are completed in time and are accurate.
- To oversee and monitor lateness and absences and provide support to the SIMS Manager and office team in liaising with parents verbally and/or in writing when children are absent from school without prior notification/authorisation
- To promote attendance and achievements through certificates and other methods as appropriate.
- To provide weekly attendance reports to the Headteacher, SENCO and Year Leaders when required
- To co-ordinate and be responsible for all admin related to attendance letters.
- To oversee and ensure parents/carers of pupils within the attendance concern group receive first day phone call when absent to encourage them back to school
- Attend pupil progress meetings to discuss pupil's attendance and write attendance plans if and when necessary

General Office Administration

- To liaise with and provide information for parents/carers in separate households.
- To co-ordinate the preparation of lists of pupils who need to be examined or treated by visiting Health Service staff and to notify parents of the arrangements.
- To oversee and co-ordinate the administration of medicines e.g. inhalers, in line with school policy and DfE guidelines and ensure accurate recording.
- To answer the telephone, receive visitors to the school and answer routine enquiries, including the scrutiny of visitors' DBS documentation in line with the school and MAT safeguarding procedures
- To be the Studysbug Administrator, oversee and supervise the school email account and school diary
- To liaise with all staff and external agencies in the administrative aspects of their work.
- To undertake typing or word processing of correspondence, collating and distribution of documents and reprographic duties.
- To ensure all data is sensitively handled and confidentiality maintained with regard to the Freedom of Information Act and the Data Protection Act, including GDPR.
- To complete returns (for the MAT, Local Authority, DfE etc. if appropriate).
- To inform the Local Authority of dates/subjects for Inset days.
- To maintain the office records (filing systems, etc.).
- To oversee the staff signing-in register and ensure that staff sign in and out in accordance with school procedures for health and safety.
- To assist in updating school policies in conjunction with the Headteacher and distribute accordingly
- To assist and/or co-ordinate updates to the school website
- To produce certificates, flyers, posters, newsletters, invitations etc. in order to keep staff, parents and governors aware of school events and celebrate achievement.
- To update the SIMS Manager with any relevant updated pupil data
- To oversee the information gathered to produce the monthly newsletter.
- To oversee and supervise the operation of and payment for school music lessons, liaising with peripatetic teachers as necessary.
- To oversee and supervise the operation of and administration of payments for Kids Club, liaising with the Kids Club staff as necessary.

- To oversee and supervise the distribution of school post received, post to be sent out and ensure this is done in a timely manner and check deliveries
- To supervise the school office admin staff to ensure the smooth running of the school office.
- To support the Finance staff by overseeing/implementing the setting up of Trips and Events on Tucasi.
- To oversee and supervise the collection and passing over of any money handed in to the school office to the Finance Section.
- To oversee and supervise the administration and input of school milk, school meals and liaise with the appropriate Contractors/ Kitchen staff (PA regarding Special Diets), when necessary.
- To oversee and supervise the school photographer and school nurse/dental nurse
- To oversee and supervise and the ordering of office supplies
- To oversee the supervise the ordering of medical supplies, medical bags for school trips and medical permissions
- To oversee and supervise school uniform ordering

Administration of Premises and Supplies

- To oversee the liaising with the Finance and Site Team regarding the hire of the school facilities, as appropriate.
- To order and maintain stock levels of stationery.
- To oversee the school security procedures are upheld e.g. collection and distribution of pupil's mobile telephones.
- To attend meetings and training sessions as and when required.

Specific for current academic year:-

- To work in the administrative office in the main school building.
- To work in partnership with the SIMS Manager, PA and Headteacher.
- To, as appropriate, attend courses and training to update admin and financial skills.

General School Support

- Attend meetings and training sessions as required.
- At the discretion of the Headteacher such other activities as may from time to time be agreed consistent with the nature of the job described above.

Other areas of responsibilities and duties

- To enact own professional development during the year, including performance management.
- To partake fully in the wider life of the school including, open evenings, visits and celebration.

Other Professional Requirements

- Understand the duties and responsibilities in relation to child protection and safeguarding children and young people.
- Understand fully the school's Child Protection policy and ensure all issues relating to pupils' safeguarding are reported immediately to the designated members of staff.

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out.

General tasks may be varied from time to time to take into account the changing nature of the school and demands upon it. Such changes are a normal part of the post and, as such, do not constitute a change to the general job description.

Conditions of service:-

Thirty seven hours per week, working time 08.00 until 16.00 Monday to Thursday and 08.00 to 15.30 on a Friday. This represents a contract covering 40 weeks per year (term time only).

Notes:

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

Last review date: February 2021

Next review date: At appraisal

Headteacher / line manager's signature:

Date:

Postholder's signature:

Date:
