



## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Senior Administration Officer/PA to the Headteacher
<b>RESPONSIBLE TO:</b>	School Business Manager and Headteacher
<b>RESPONSIBLE FOR:</b>	TBC
<b>GRADE/PAY RANGE:</b>	SO1
<b>HOURS:</b>	36 hours per week x 45.6 weeks per annum

## **PURPOSE OF THE JOB**

To provide an efficient and confidential administrative support service to the school, Headteacher and Governors and to support the smooth running of the school through strategic planning and effective management of admin staff.

### **Main Duties**

- Co-ordinate and supervise the work of office staff and ensure the school office is organised efficiently.
- Liaise with the Business Manager/Bursar relating to work to be undertaken by the office.
- Assist with monitoring the induction and training of any new/existing members of the office staff.
- Making use of a range of computer packages including Google Suite, SIMS, Excel, Word, Publisher and School Cloud
- Assist the teacher in all aspects of her/his role, including contacting parents and students where necessary liaising with the teacher on outcomes
- Attend meetings on issues as and when required.
- To act as a first point of contact for all visitors, including staff and students ensuring they are welcomed
- To arrange hospitality and refreshments for .3
- Headteacher's visitors, meetings and school events as requested. This duty will also include being the designated budget holder for hospitality.
- To liaise, with tact and diplomacy with other school staff and others outside the school, particularly parents, and representatives of the LA and the local community generally.
- Maintaining high and professional standards as the front line to the school.

## **Admissions and Attendance**

- Ensure all registers are completed and no missing marks or unexplained absences remain
- Check and remind any necessary staff to complete registers as per school policy
- Check accuracy of registers and, where necessary classes, to ensure absent students are genuinely absent
- Administering Truancy Call/First Day Calling
- Ensure all unexplained absences are accounted for or send letter requesting an explanation
- Inform Welfare call of attendance of LAC
- Check attendance of students at alternative provision or other educational provision as required
- Administering letters and paperwork related to attendance issues
- Printing registers for any fire related procedures
- Assisting and check records prior to the Census to ensure school attendance is accurate and up to date
- Organise the administration of new admissions, ensure all admissions administration is completed as a priority and assist the Headteacher in arranging parental interviews and appeals.
- Update school records, analyse admissions data and provide reports to senior managers and other professionals. Disseminate information, both internally and externally, in a timely fashion.
- Contact families in response to allocated referrals through home visits and/or meetings in school.
- Be fully aware of and carry out all work in line with Child Protection /Safeguarding Procedures.
- Liaise and work with external organisations as required.
- Co-ordinate the work of any colleagues that might assist with the running of attendance.
- Ensuring the students transfer request are dealt with efficiently ie: CTF files and producing termly census returns

## **Financial Administration**

- Oversee the general administration of school dinners, issuing standard letters to students and staff for non-payment and advising the SBM of persistent non-payers.
- To carry out checks in regards to FSM entitlement, liaising with the LA accordingly
- Be responsible for accounting procedures in the school in regards to school journey accounts, school accounts and banking of dinner monies.
- Keep a record of expenditures and process payments.
- Keep records of raising activities and general school income
- Manage the administration of ParentPay accounts for staff and students including educational visits and payments

## **PA**

- Handling and responding to telephone calls, and dealing with matters on own initiative, taking messages. Using discretion to redirect calls or pass calls to the Headteacher as appropriate
- Dealing with the Headteacher mail, including opening, sorting, distributing as appropriate.

- Receiving visitors to the Headteacher and arranging for the provision of refreshments if required.
- Servicing school meetings, including the preparation of agendas, providing refreshments, attending and minuting internal school meetings arranged by the Headteacher.
- To maintain the Headteacher's diary and bring meetings and other appointments to their attention.
- To develop and maintain the Headteacher's filing system
- To ensure that the Headteacher is briefed for all meetings with relevant correspondence, documents/presentations and in the Headteacher's absence refer matters to the relevant member of the Senior Leadership Team. (SLT)
- Supporting with an external inspections or reviews including Ofsted and ensuring that the administration of the day runs smoothly.
- To compile key school publications such as SIP, SEF and School Policy documents in liaison with the SLT and Middle Leaders
- To attend, coordinate and minute Governors meetings
- To manage all administration tasks associated with Governance and liaise with Governor Services, including production of the Head teacher Report
- To manage all administration associated with the specific role of the Governing Body for staff and students e.g. Governor disciplinary Committees, Exclusion appeals etc.
- To administer paperwork, in respect of the recruitment of Parent Governors in liaison with the LA.
- Ensuring meeting and training rooms are kept tidy and well stocked with refreshments when necessary.
- Complete any additional duties assigned by the Headteacher

**For Connaught School staff in general:**

- Enhanced DBS check.
- Maintain a good working knowledge of the statutory framework and any policies and procedures relating to school admissions and attendance, child employment, child protection and special needs etc. in order to be able to offer informed advice to parents, school staff and others.
- The post holder must at all times carry out his/her responsibilities with due regard to Connaught's policies, organisation and arrangements for Health and Safety at Work.
- It is your responsibility to carry out your duties in line with Connaught's policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- You must promote and safeguard the welfare of children, young and vulnerable people you are responsible for or come into contact with.
- Strong commitment to furthering equalities in both service delivery and employment practice
- To play a full part in the life of the school community, to support its distinctive vision and ethos and to lead staff and students in doing the same
- To actively support the school's school improvement priorities
- To adhere to relevant staff policies and the staff professional code of conduct as developed collectively by staff

- To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate
- Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate.
- Checking emails on a daily basis to keep up to date with issues communicated within the school.
- To participate in appraisal reviews, in line with school policy.
- To manage both internal and external relationships, striving for excellence
- To work effectively and successfully in your team within school. To participate in continuing professional development opportunities as identified through appraisal and ensuring ability to fulfil role effectively.
- A great deal of the information and work dealt with is, of necessity, confidential, and it is important that none of this information is disclosed to any unauthorised person, and that is dealt with discreetly and with integrity.
- To be alert to issues of safeguarding child protection ensuring that the welfare and safety of children attending the School is promoted and safeguarded and to report any child protection concerns to the designated Safeguarding Lead using safeguarding policies procedures and practice.
- To adhere to the Whistleblowing Policy
- Ensure that administrative and clerical tasks are undertaken in accordance with agreed policies, procedures and appropriate legislation.

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**The above-mentioned duties are neither exclusive or exhaustive and the post holder may be required to carry out other duties as required by the service.**