

Greenfields Specialist School for Communication

Job Title: Admin Officer

Post Holder:

Scale 5: Points 12-17 (£27,711 - £30,060) FTE

37 hours per week term time

40 weeks per year

Actual Salary: £24,385.68 - £26,452.80

This job description may be amended at any time following discussion with the Governing Body and the Head Teacher or Deputy Head Teacher, and will be reviewed annually.

Job Purpose

To assist the Academy in the efficient running of the Main office and Student Services by providing high quality administrative support and contribute to the overall ethos work and aims of the academy.

To be responsible for ensuring that statutory timelines are met in relation to EHCP Reviews alongside the Senior Leadership Team

Reports to: School Business Manager and the Senior Leadership Team

Job Specification:

EHCP Reviews:

To co-ordinate, prepare, display and circulate annual review dates to parents, staff and other professionals at the beginning of each school year.

Co-ordinating, collating, photocopying and dispatch of all paperwork for Annual Reviews, Visual Reviews and Year 9 Transition Reviews to parents, staff and other professionals within the directed timeframes as outlined by the Code of Practice.

Ensure that all staff submit reports to meet the requirement of the annual review process by setting deadlines and monitoring accordingly.

Prepare and have ready in advance all necessary documents for the Senior Leadership Team to complete during the review meeting.

Taking and processing of minutes from the various Review meetings and circulation of these to relevant parties within the directed timeframes as outlined by the Code of Practice.

Hospitality to visitors attending the annual review.

Main Office Administration

Assisting with the Main Office day-to-day processes, updating data on the Academy's MIS system (Arbor), as well as maintaining the Academy's database as required.

Take minutes for Curriculum and Business Committees.

Liaise with parents, guardians, staff and students and cover the main reception when required.

General administrative duties such as stationery orders / stock taking, photocopying, filing, archiving, emailing & completion of routine forms and correspondence.

Dealing with parent/carer/other professionals mail queries and procedures and including setting up events.

Assist with the administration of free school meals

Enter and retrieve pupil data and produce reports from the School's MIS systems and other software packages as needed and directed. Produce data returns (Census).

Undertake IT based tasks as required including producing attendance reports.

Participate in training and development activities and programmes as required.

Appreciate and support the role of other professionals and establish constructive relationships

and communicate with other agencies and professionals.

Managing attendance queries.

phone calls and emails and logging lates.

Undertake such duties at the discretion of the Senior Leadership Team and the School Business Manager as may reasonably be required.

Other

Support and foster the aims of the Academy.

Make themselves familiar with the contents of the Staff Handbook, the Academy's aims and policies and endeavour to follow these closely.

Attend relevant in-service training each year, at the request of their Line Manager and / or the the Senior Leadership Team.

Exercise discretion and confidentiality when dealing with sensitive data and information and work within the GDPR Framework

Demonstrate an organised approach, being able to prioritise and manage tasks efficiently and effectively.

Take part in the Academy's performance management scheme and appraisal.

Any other duties as requested by the Senior Leadership Team or School Business Manager

Safeguarding and Child Protection

All staff at GSSC must ensure that they read and adhere to *'Keeping children safe in education Statutory guidance for schools and colleges September 2024'* and keep themselves abreast of relevant updates. *'This is statutory guidance from the Department for Education issued under Section 175, Education Act 2002, the Education (Independent School Standards) (England) Regulations 2010 as amended by SI 2012/2962 and the Education (Non-Maintained Special Schools) (England) Regulations 2011. Schools and colleges must have regard to it when carrying out their duties to safeguard and promote the welfare of children. All staff must attend annual Safeguarding Training or Refreshers as required.*

SCHOOL SPECIFIC RESPONSIBILITIES AND TASKS:

Take on any additional responsibilities or perform any other duties which might reasonable be required by the School Leadership Team and Administration Manager.

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none">• GCSE English and Maths (or equivalent)
Experience	<ul style="list-style-type: none">• Carrying out administrative tasks• Dealing with face-to-face and telephone interactions• Working with children or young people• Working and collaborating within a team• Working in a School Office

Skills and knowledge	<ul style="list-style-type: none"> • Good oral and written communications skills • Ability to respond quickly and effectively to issues that arise • Ability to plan, organise and prioritise to meet deadlines • Ability to use own initiative and take action accordingly • Excellent attention to detail • Ability to use IT packages including MIS System, word processing, spreadsheets and presentation software • Ability to use relevant office equipment effectively • Ability to build effective working relationships with colleagues • Understanding of data protection and confidentiality • Understanding of safeguarding
Personal qualities	<ul style="list-style-type: none"> • Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Embraces change well • Deals with difficult situations effectively