



JOB DESCRIPTION
Level 2 Senior Administrator 2024

PLACE OF WORK: School office based		CURRENT GRADE: NJC points 8 - 12
REPORTS TO: School leadership		
1.	MAIN PURPOSE OF JOB	
	The postholder will undertake a full range of administrative and clerical support services to ensure the smooth running of the school office and administrative functions. The postholder will oversee the Front of house / Reception / First Aid Provision of the school	
2.	KEY TASKS	
	i.	Provide administrative support for school staff and special events including educational visits, including writing and issuing letters and forms to parents, collecting fees owed, booking transport and venues etc. In the case of visits, working with the Educational School Visits Co-ordinator, ensuring all risk assessments and other associated administration is undertaken.
	ii.	Provide administrative support for school reports, the SATs process, audits and inspections.
	iii.	Answer incoming telephone calls, responding to requests for information and taking messages and update the academy website as instructed. To ensure incoming and outgoing post is routed appropriately and photocopy documents as required.
	iv.	Manage the academy's school email and texting system.
	v.	Arrange meetings as required and take and/ or transcribe minutes as required.
	vi.	Book staff on courses and maintain the school training record.
	vii.	Order authorised school supplies and educational resources.
	viii.	Manage attendance registers and absences, producing data and reports.
	ix.	Work with the Operational Business Partner to ensure the maintenance of computerised records and management information systems, back up data when required. Produce weekly, monthly, annual pupil reports for the DfE including the CENSUS. Update and maintain the academy's data base system for pupils and staff.
	x.	Maintain the academy's single central register under the direction of the Operational Business Partner.
	xi.	Manage the school diary.
	xii.	Manage pupil admissions and leavers, collecting and collating pupil's data and records. Liaising with the local authority regarding children in the catchment area.



	xiii.	To provide temporary administrative cover at another academy in the Trust if required.
		HR duties
	xiv.	Ensure timesheets and staff absence is accurately entered into the HR/ payroll system.
	xv.	Liaise with senior colleagues to ensure return to work interviews are carried out in a timely manner and staff attendance and HR records updated and maintained.
		Finance duties
	xvi.	Liaise with Operational and Finance Business Partners to maintain expenditure/income in conjunction with Ebor Corporate Services Team and in accordance with the Trust's budgeting systems and processes.
	xvii.	Manage purchase ordering for the school.
	xviii.	Banking of cash/cheques if and when needed.
	xix.	Retaining and monitoring use of school debit/credit cards.
	xx.	Management of parent payment system accounts.
	xxi.	Collect, balance, maintain and provide administration for parent accounts including school dinners.
		Premises duties
	xxii.	Day to day management of small premises queries.
	xxiii.	Liaise with the OBP and escalate issues as necessary.
	xxiv.	Maintain records relating to health and safety systems within school. e.g. fire evacuation etc.
	xxv.	Report maintenance issues.
		General
	xxvi.	Comply with all Academy and Trust policies and procedures.
	xxvii.	To co-operate in any staff development activities required to effectively carry out the duties of the post and to participate in the Trust's appraisal process.
	xviii.	Any other reasonable duties commensurate with the level of the post.
3.		SUPERVISION / MANAGEMENT OF PEOPLE Direct: No direct line management Indirect: Day to day supervision of office activity



PERSON SPECIFICATION
Level 2 Senior Administrator 2024

4.	<p>KNOWLEDGE AND QUALIFICATIONS</p> <p>Essential, i.e. the postholder must have:</p> <ul style="list-style-type: none">● A good general level of education at GCSE/ equivalent● A good standard of literacy for all written communications● Computer literate, including typing / secretarial skills● Understanding of special educational needs, child protection and safeguarding issues <p>Desirable, i.e. the postholder would ideally have:</p> <ul style="list-style-type: none">● An appropriate qualification in administration or customer service● School Office Manager qualification
5.	<p>EXPERIENCE</p> <p>Essential, i.e. the postholder must have:</p> <ul style="list-style-type: none">● Experience of working in a busy reception● Experience of working successfully in a customer facing environment● Experienced in working in an administrative capacity which demanded a range of duties to be undertaken, such as organising events, servicing meetings and maintaining a number of systems to generate reports● Experience in creating administrative systems and processes, or improving them <p>Desirable, i.e. the postholder would ideally have:</p> <ul style="list-style-type: none">● Experience of working in a school, or other environment with children● Experience of implementing new electronic systems● Experience of updating and maintaining websites
6.	<p>SKILLS AND PERSONAL QUALITIES</p> <p>Essential, i.e. the postholder must have:</p> <ul style="list-style-type: none">● Ability to communicate effectively at all levels● Ability to input data accurately and in a timely fashion● Ability to work with a number of administrative procedures● Excellent interpersonal skills, including with young children● Strong time management and organisational skills● Meticulous eye for detail and accuracy● Competent user of IT, including MS Office and general database systems● Confidence and initiative to identify organisational improvements and implement them effectively <p>Desirable, i.e. the postholder would ideally have:</p> <ul style="list-style-type: none">● A first aid qualification● Previous first aid experience