



# Inspiring Futures through Learning

**Role Title: Office Coordinator**

**Accountable to: Headteacher**

**Grade: F**

## **Purpose of job**

The key purpose of this role is to ensure the daily administration and smooth running of the school working alongside the Headteacher and IFtL core team. The office is the hub of the school where a wide range of demands need to be met to a very high professional standard.

The Office Coordinator will actively embrace the IFtL and school values, and through the delivery of the strategic priorities, strive for equity, equality, and inclusion for all.

There will be a strong focus through the work of the Office Coordinator on IFtL's commitment to sustainability and the enhanced use of technology, to support both the delivery of education and drive to improve the efficiency of systems and processes.

## **Responsibilities**

### **General School Support and Administration**

- Leads in the application, organisation and monitoring of administration support systems, procedures, and policies in school, directing and having oversight for the work of the admin team
- Line Management of administration staff to include directing and having oversight of the work of admin staff, induction, appraisal and supervision. Where required, may also line manage other staff where services are not outsourced or where alternative arrangements are not in place. (i.e. catering, cleaning, site manager)
- Maintains a positive relationship with children (and families) when arriving at school which fosters an open door culture
- Ensures all paper and electronic systems e.g. Management Information Systems (MIS), HR Information System, Assessment Systems, Asset Management systems are up to date and the completion of year end processes are carried out i.e. pupil MIS year-end
- Ensures that internal and external reports and returns i.e., Workforce and Early Years (where applicable) Census, Local Authority (LA) and other returns relating to Government initiatives e.g. Tutoring Programme are accurate and submitted within agreed timescales
- Provides administration support to the Headteacher and wider Senior Leadership

Team, including the Local Governing Body (LGB) where alternative arrangements are not in place i.e. supporting with minutes when required, updating of GIAS

- Supports the Headteacher with admissions processes to include, liaising with parents and the LA in relation to admissions arrangements
- Ensures that relevant pre-admissions information is collated and stored correctly within the MIS (manually and via the CTF process), and supports with the planning and delivery of open days, communication regarding applications and parent visits
- Supports the Headteacher with the identification and arrangements for supply cover (for both sickness absence and training) and also where required
- Leads on the booking of relevant training
- Adapts and reacts to situations that occur in school that are unexpected

### **Data Protection and Requests for Information**

- Supports the Headteacher with the management of complaints, ensuring that responses are made within specified timelines and accurate records of actions taken are captured and stored, as outlined in the Trust's Complaints Policy.
- Receives, records and processes completion of Subject Access Requests (SAR), Freedom of Information Requests (FOI) and other Data Requests ensuring that responses are provided within agreed timelines and as per statutory requirements and the DPO guidelines and advice
- Ensures all office and administrative systems and records adhere to the Trust's Data Retention Policy and Data Protection and General Data Protection Regulations (GDPR) and where data breaches occur, reporting to the Data Protection Officer (DPO) and supporting with the collation of information at school level.

### **Finance and Procurement**

- Responsible for the management and audit of resources, ensuring sufficient stock of materials for the school to run effectively, to include learning resources and equipment
- Responsible for the purchase order and goods receipting process and processes invoices for the school in line with the IFtL's Scheme of Delegation and Procurement Policies and Procedures
- Receives School Fund/PTA/Fundraising monies, records and banks as per local arrangements
- Allocates payments received for extra-curricular clubs, wraparound care and nursery to parent accounts within relevant booking system as identified within Trust Income Reports
- Administration of the cashless pay system – ensuring accurate records are maintained i.e. recording of lunches taken, school trips and monitoring of outstanding payments
- Leads on the application of external funding/bids and promotes opportunities to bring in additional income i.e via census day school meal initiatives
- Records procurement card transactions and ensures reconciliation with statements, for Headteacher's approval (may hold a procurement card where this is not held by the Headteacher or other senior leader)
- Submits invoices and receipts to the Finance Shared Service Team for processing

- Monitors and reports to the Headteacher the performance and delivery of existing school contracts and the of service level agreements (SLAs) with support from the relevant IFtL core team lead i.e. Catering
- Supports the Headteacher with the tracking of spend against plans for non-GAG income i.e. Pupil Premium, Sports Premium, SEND/EHCP

### **Health & Safety**

- Ensures that the record of pupils' allergies and dietary requirements within the pupil MIS is up to date and that changes are communicated to Catering and other relevant staff in school
- Supports the Headteacher to review first aid and fire marshal needs, to identify sufficient first aiders and marshals and ensures appropriate training is booked and attended (may also hold a first aid or fire marshal role).
- Reports and records Health and Safety incident/concerns and liaises with the Site Manager and Shared Services Health and Safety Team i.e, prevent of accidents, safety of equipment etc
- Provides information to the Headteacher or other relevant staff, to aid the compilation of risk assessments using the Trust's Risk Assessment templates
- Supports the Headteacher and Site Manager with the co-ordination of evacuation procedures where required
- Ensures that school vehicles have an up-to-date MOT, insurance and that drivers are appropriately qualified

### **People and Payroll**

- Provides administration support for recruitment: advises Recruitment Team of vacancies, reserves a room for interviews, liaises with the Panel, verifies documents and uploads paperwork to HRIS
- Oversees onboarding and offboarding of any direct reports, including the management of induction, allocation of equipment and communication to wider school team
- Records staff sickness absence and other leave via the relevant HR systems, uploads fit notes and supporting documents to employees' electronic files, supports line managers with the monitoring and escalation of absence issues to the IFtL HR central team
- Accurately records monthly payroll changes within the secure school payroll channel, following Headteacher sign off i.e. additional hours worked, unpaid leave, temporary contract uplifts, changes to hours, pay changes
- Maintains staff records i.e. inputting staff absences, uploads documents to staff records i.e. fit notes, training certificates and updates personal data outside of the employee self service module
- May be required to support the Headteacher and other line managers with the submission / collation of probation, performance review, appraisal and sickness management information
- Submits approved external supply agency returns (electronic timesheets or similar) to ensure accurate charging of supply agency fees

## **Marketing and Communications**

- Maintains the school's website, ensuring content is up to date and in line with statutory requirements
- Ensures effective communication systems between the school office and stakeholders e.g. staff, parents, governors and the local community
- Compiles, creates and publishes the school newsletter/communications
- Supports the Headteacher to market the school by organising open / celebration events, parent evenings
- Manages the production of marketing materials, including pupil induction packs and other external communications to promote the school and liaises with IFtL marketing team re press activity
- Develops and maintains constructive relationships with all stakeholders including parents, governors, staff, suppliers, external agencies and IFtL core teams

## **Premises, IT and Asset Management**

- Works with the Headteacher and IFtL core team to ensure a safe environment for everyone in school
- Reports site related incidents in the absence of the Site Manager and where immediate action is required, escalates to the IFtL core team or external contractor for support
- Liaises with the Hub Site Manager to support the scheduling and completion of compliance check arrangements e.g. water hygiene, asbestos management, fire safety systems, electrical safety and others
- Liaises with external organisations using the school premises for lettings and the Headteacher, Site Manager and Cluster Surveying Partner, to ensure that the requirements as outlined within the Trust's Lettings Agreement are in place
- Monitors and reports changes to the status of assets as per the Trust's Financial Procedures Policy
- May act as cover key-holder

## **Safeguarding**

- Maintains the Single Central Record and ensures that information remains correct and up to date
- Supports the Headteacher to create and maintain a secure and safe environment for staff and students
- Adheres to the school's safeguarding policy and procedures
- Uses the relevant school safeguarding systems to record and report any safeguarding or pupil safety concerns in line with Trust and locally agreed procedures

## **Line Management**

- Manages the administration team: sets objectives/priorities, monitors workload and provides support
- Provides opportunities for personal development and shares learning and best practice

## **Role Review**

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.

## **Work Profile**

- To adhere to school, Trust and local and national authority's guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to adult and child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos/work/aims of the Trust and School
- Attend relevant meetings.
- To maintain confidentiality.
- Willingness to adjust working arrangements to meet day to day service demands.
- Travel is a requirement of this post. A driving licence and access to a car is a requirement.

*IFtL benefits from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive.*

## **Other information**

Our children and young people come from a wide range of backgrounds, and so do our colleagues. We aim to reflect and celebrate diversity in our workplace in order to create an inclusive culture that adds real value to our vision of inspiring the futures of us all through learning together.

Inspiring Futures through Learning is committed to safeguarding and promoting the welfare of children. All employees are expected to share this commitment, to follow the Trust's safeguarding policies and procedures and to behave appropriately towards children at all times, both in work and in their personal lives.

**All school based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.**

## PERSON SPECIFICATION

<b>Skills and Knowledge Level</b> Assess by;					
<u>A</u> ttainable <b>A</b>	Successful applicants will be expected to obtain the denoted qualifications within an agreed period of time	<b>A</b>			<b>A</b> Application <b>I</b> Interview <b>T</b> Testing <b>R</b> Reference
<u>D</u> esirable <b>D</b>	Applications will be preferred from candidates with the denoted qualifications				
<u>E</u> ssential <b>E</b>	Applicants without the denoted qualifications or experience will not be considered for this role				
<b>Qualifications</b>	Recognised business/admin qualification to NVQ3 level or relevant experience.	X			I, A, R
<b>Skills / Experience</b>	Experience of using database/MIS systems and proficiency in standard IT packages, particularly Microsoft.		X		I, A
	Working closely as part of a team and/or line management of others	X			I, A, R
	Experience in effectively using social media for marketing key information and events.		X		I, A, R
	Experience of working in a school environment		X		I,A,R
<b>Competencies Level</b> Assess by;					
<u>A</u> wareness <b>A</b>	Demonstrable aptitude and ability to develop in the particular work area	<b>A</b>			<b>A</b> Application <b>I</b> Interview <b>T</b> Testing <b>R</b> Reference
<u>S</u> ignificant <b>S</b>	Clear competence in the work element sufficient for all role requirements				
<u>E</u> xtensive influence <b>E</b>	Sufficient expertise in the work element to lead and mentor others, and policy and practice				
<b>Planning and organising work</b>	Appreciation of reporting, procedural and administrative deadlines.		X		I,R
<b>Communication skills</b>	Good level of spoken and written English to communicate confidently, effectively, and accurately.		X		I,A,R
	Ability to maintain professional and polite communication whilst adapting to a range of stakeholders.	X			I,R
<b>Planning capacity and resources</b>	Awareness and management of recurring periods of pressure on staff and other resources.		X		I,R
<b>Influencing and interpersonal skills</b>	Good 'customer' service to promote the school and ensure parent/carer engagement.	X			I,R
	Effective assessment of admin procedures. Identifying and introducing change where appropriate.	X			I,R
	Develops and maintains effective working relationships with a wide range of people	X			I,R
<b>Creativity</b>	Creative skills to produce newsletters and organise events.		X		I,R
<b>Using initiative</b>	Awareness of potential problems and areas of improvement.		X		I,R

<b>Working independently</b>	Dealing independently with day to day administrative issues		X		I,R
<b>Managing people</b>	Full line management of administrative team.		X		I,R
	Sensitivity to managing personal / challenging situations.				
<b>Managing resources</b>	Responsible for the management and audit of resources, ensuring sufficient stock of materials for the school to run effectively, to include learning resources and equipment		X		I,R
<b>Managing risk</b>	Awareness of health and safety issues in relation to administrative staff. Awareness of confidentiality issues and financial regulations.		X		I,R
	Awareness of confidentiality issues and financial regulations.		X		I,R
<b>Managing oneself</b>	Ability to recognise the potential for personal development.		X		I,R
<b>Developing oneself</b>	Open to personal development/willing to undertake job related training.		X		I,R