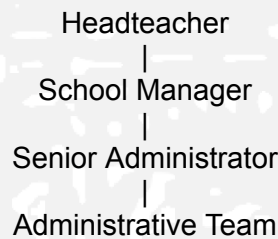




**SENIOR ADMINISTRATOR JOB DESCRIPTION  
LINSLADE SCHOOL**

- RESPONSIBLE TO:** School Manager
- GRADE:** L5
- CONDITIONS:** 37 hours per week, 42 weeks per year
- PURPOSE OF POST:** The school Senior Administrator will have responsibility for the management of the diary for the Head of School, supervision of the administrative support services of the school and ensure that these services contribute to the smooth day to day running of the school. Supporting the vision, aims and ethos of the school, the post holder will contribute to the management strategy in accordance with the School Improvement Plan and other relevant action plans.

**ORGANISATION CHART:**



**PRINCIPAL RESPONSIBILITIES:**

1. Ensure the provision of a comprehensive administrative service including, arranging meetings and the diarising for both Head of School as well as, all school office tasks such as typing/word processing of a wide variety of documents, drafting straight forward letters, receiving/passing on of messages and dealing with visitors.
2. Ensure that all administrative and clerical procedures and systems are in place to support the efficiency and smooth running of the schools. Undertake regular review of systems alongside the School Manager and ensure that agreed changes are implemented.
3. Manage the schools calendar with the School Manager, liaising as necessary with relevant staff, outside agencies, students, and parents. Be responsible for organising and coordinating all school hospitality and arrangements for meetings, and supporting the School Manager with any other events.
4. Liaise with the School Manager in respect of administrative support staff including training, induction and performance management.

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5. Co-ordinate the schools photograph and vaccination processes and other similar whole school projects.
6. Manage room bookings for the school and liaise with site staff as appropriate.
7. Liaise with Year Team leaders and site staff to ensure the school is set up for parents evening, organise signage and name plates etc.
8. To ensure accurate minuting of appropriate meetings as required.
9. Manage the stationery supplies for the main offices and senior leadership team.
10. Ensure that equipment, supplies and resources for classroom teaching are ordered to meet timescales and are checked for compliance with order requirements. For major purchases, secure quotations from a range of suppliers and advise the School Manager on a preferred option.
11. Assist School Manager in supervising the office staff, ensuring they are informed, developed and motivated to meet required quality standards, deadlines and targets.
12. Ensure that professional standards are of the highest standard amongst all team members
13. Respect at all times the confidentiality of the work done and to maintain the high standards set and expected.
14. To carry out such other associated duties as are reasonably assigned by the Headteacher.
15. To support the cover of Reception as and when required.
16. To oversee the Schools parent communication systems, and deal with any queries which may arise.



## DIMENSIONS:

Supervisory Management: Administration support staff and receptionists.

Financial Resources: Responsible for the school administration budgets for Postage, Refreshments and Admin Stationery.

Physical Resources: Office and other equipment

Working environment: Office environment

## Safeguarding Children

### CONTEXT:

All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Development Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment. Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers.

**The Chiltern Learning Trust is committed to working in wider partnership which will promote wellbeing outcomes for young people.**

**All personnel may be required to work across both schools by agreement with the Chief Executive.**

***'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service'.***

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**Person Specification: Senior Administrator (L5)**

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E):- without which candidate would be rejected  
Desirable (D):- useful for choosing between two good candidates.

<b>.Please make sure, when completing your application form, you give <u>clear</u> examples of how you meet the essential and desirable criteria.</b>				
<b>Attributes</b>	<b>Essential</b>	<b>How Measured</b>	<b>Desirable</b>	<b>How Measured</b>
<b>Experience</b>	Experience of supervision of employees performing similar work. Experience of the management and use of IT administrative practices (e.g. Word, Excel and PowerPoint)	1,2,3,5	Experience in the Education sector.	1,2
<b>Skills/ Abilities</b>	Literacy skills to be able to draft reports, and understand complex written guidance. Able to communicate effectively with parents, students, governors, external agencies and colleagues. Presentation skills. Ability to work with minimal supervision and direction. Ability to adjust to constantly changing work demands and to meet competing deadlines. Ability to work as part of a multi-disciplinary team. Sound ICT skills. Ability to act on own initiative. Ability to make effective decisions. Consultation and negotiations skills.	1,2,3,5		
<b>Other Requirements</b>	Commitment to continuous professional development. Able to work flexibly to meet the needs of the schools	1,2	Clean, full driving licence	1,2
<b>Equality Issues</b>	Committed to the principles of equality of opportunity.	1,2		
<b>Specialist Knowledge</b>	Strong general administrative background	1,2	Knowledge and experience of SIMS packages.	1,2





<b>Education and Training</b>	Qualification relevant to the job, or good evidence of equivalent experience and training gained in the workplace.	1,2, 4		
<b>Other Requirements</b>	Commitment to continuous professional development. Able to work flexibly to meet the needs of the schools	1,2 1,2		

1 = Application Form	2 = Interview	3 = Test
4 = Proof of Qualification	5 = Practical Exercise	

We will consider any reasonable adjustments under the terms of the Equality Act (2010), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that the Chiltern Learning Trust policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (GDPR 2018)

