

## Job Description

<b>Job Title:</b>	Senior Office Administrator
<b>Responsible to:</b>	Office Manager
<b>Responsible for:</b>	n/a
<b>Job Purpose:</b>	<ul style="list-style-type: none"> <li>• Support the Office Manager in the day to day running of the administration functions within school and deputise when the Office Manager is unavailable</li> <li>• Provide admin support to the Headteacher and Senior Leadership Team</li> </ul>
<b>Salary:</b>	Band G SCP 11-17 (Actual £25,149 - £27,845 per year)
<b>Hours:</b>	37 hours per week; Term time plus 4 weeks
<b>Contract:</b>	Permanent

### Main Duties and Responsibilities

#### Administration

- Analyse and evaluate data/information and produce reports/information/data as required by SLT
- Assist with the maintenance of the Single Central Record
- Carry out DBS checks for new staff
- Complete all work required for new Governors, including DBS checks, setting up on IT systems, including email and Governors hub access
- Assist with marketing and promoting the school including open evenings etc
- Assist the Office Manager with regular communication to parents – letters, weekly bulletin and termly newsletters
- Assist the Office Manager with the management of the school website
- Upkeep of the online school calendar
- Manage the weekly staff bulletin information
- Establish constructive relationships and communication with all staff and other agencies
- Support SLT with confidential administration support in meetings in school, with parents, governors etc as required
- Assist in the organisation of school trips/events in co-operation with other staff
- Keep records in accordance with school and legislative policies
- Book training courses for staff
- Manage the Exclusion process by updating Management Information Systems and communicating with parents and other relevant parties
- Support with all Office Managers duties including Census and school compliance.

#### Other

- To maintain personal and professional development to meet the changing demands of the post, participating in appropriate training activities.
- To support at all times the Catholic ethos of the school/Multi Academy Company by promoting the agreed vision and aims and setting an example of personal integrity and professionalism.
- To adhere to the Schools' policies
- Other duties as may be determined from time to time within the general scope of the post. Duties and responsibilities outside of the post will only be required with the agreement of the post holder.

The MAC reserves the right to require you to work at such other place or places as it may reasonably require from time to time subject to the provision of reasonable notice.

**The Our Lady of the Magnificat Multi-Academy Company is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**The successful candidate will be subject to all pre-employment checks necessary to meet safer recruitment requirements, including a satisfactory enhanced DBS check.**

*Whilst every effort has been made to explain the main duties and responsibilities of the post, this job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post-holder's professional responsibilities and duties, all individual tasks undertaken may not be identified.*

*This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate within the grade and job title.*