



Job Description

JOB TITLE: Senior Administrator, Based at Cressex Site

GRADE and HOURS: Bucks Pay 3 isn 16 – 20
37 hours per week, Term Time plus 5 inset days (39 weeks)
Actual Pay £19,634 – £21,186

RESPONSIBLE TO: Human Resources Manager, Senior Leadership team

The governing body are looking to recruit a confident Senior Administrator to join our Admin team to ensure the efficient running of our reception teams, providing efficient support to all stakeholders within our school community. The successful candidate will lead administration work flow process and support effective communication throughout the wider school.

KEY OBJECTIVES

- To assist the Human Resources Manager and other members of the admin team in providing a professional, efficient and comprehensive administrative support to the school.
- To project a professional image of Chiltern Wood School by maintaining calm, friendly and efficient manner at all times.
- Implement and manage procedures with a consistent approach across both school sites
- Maintenance and development of MIS through training, knowledge share and practices with team members and other schools.
- Preparation and submission of pupil census data and end of key stage data.
- Oversee accurate attendance records for pupils, liaising and reporting to SLT.

ADMINISTRATION DUTIES

1. Represent the school as the first point of contact in a friendly and professional manner.
2. Answer the telephone as per Chiltern Wood School communication procedures: re-directing callers to relevant personnel and taking messages as necessary to ensure prompt and effective communication at all times.
3. To undertake full reception duties; welcoming parents, pupils and other visitors and dealing with enquiries whilst ensuring that the safety and security of pupils and staff is observed at all times.
4. Check daily registers, record and follow up absences, including liaison with parent, class teachers and Senior Leadership Team.
5. Monitor and order stationery stock and process stationery purchase orders for teaching staff.
6. Maintain meeting room diaries with admin team.
7. To oversee the administration of school trips and the approval process, liaising with transport, class teachers, finance office and parents and other members of the admin team.
8. Update the school website.
9. Assist the senior leadership team with training records.
10. To oversee office emails and distribute as appropriate.
11. To maintain an awareness of meetings and ensure meeting rooms and refreshments are prepared appropriately.
12. To support and oversee FSM register and dinner registers.
13. To participate in regular workshops and training session to keep abreast of local authority procedure.
14. Confidential minute taking as requested.

PUPIL DATA AND ADMISSIONS DUTIES

15. Prepare and submit pupil census, end of key stage data and end of year procedures for MIS and other communication platforms.
16. Monitor and retrieve secure files relating to pupil placement and appeals, distributing internally as required.
17. Produce periodic pupil attendance reports and assist with intervention workflow, liaising with Senior Leadership Team
18. Arrange appointments for prospective pupils, liaising with Senior Leadership Team and other relevant staff as necessary.
19. Support with new pupil induction; compiling induction packs and issuing as appropriate.
20. Be responsible for pupil admissions paperwork and all relevant duties, including maintenance of pupil files and data collection.
21. Assist with management of Parentmail database to communicate with parents and staff via SMS or email, manage parents evening bookings and user enquiries.
22. To maintain office notice boards keeping information up to date.
23. To support/lead the admin team with annual review paperwork as required.

HEALTH & SAFETY

It is the duty of every employee:

- To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work
- To enable statutory health and safety requirements to be complied with
- Not to interfere with or misuse anything provided in the interests of health and safety or welfare, as a result of legal requirements.
- To maintain the emergency grab bag at both sites

CHILD PROTECTION

It is our duty to ensure that all our children are safe:

- If at any time any child makes a comment to you, ensure that the information is recorded in the appropriate way and passed on immediately to a recognised CP officer
- Please do not ask children leading questions
- Please do not promise the child confidentiality

The duties of this post may vary from time to time as required by the Headteacher, without changing their general character or the level of responsibility.