

Job Title: School Senior Admin Officer

Part-time 0.6 (3 days - Wednesday-Friday, 8.30am-4pm), 21 hrs a week

Term time + 4 weeks (43 weeks)

Grade: Scale 6, Spinal Column Points 18-20

Salary: £32,418 - £33,510 pro rata dependant on experience

Permanent

Required from October 2023

Job Description

The School Senior Admin Officer will support the School Business Manager in providing strategic vision and leadership so that St Joseph's Catholic Primary School can deliver its aims and priorities, ensuring services are delivered effectively, efficiently and in line with probity and the organisation's governance requirements.

The School Senior Admin Officer will work in partnership with the School Business Manager to:

- provide vision and leadership for the school, particularly human resources, attendance and admissions;
- create, maintain and develop conditions which enable effective learning;
- ensure that the aims of the school are implemented in accordance with the policies of the Governing body;
- be responsible for management of Human Resources and Administration, Information, and Health and Safety;
- promote the health, well-being and safety of the organisation's community;
- extend the organisation's links with our local community;

Leadership and Management

- Ensure St Joseph's Catholic Primary School makes the best possible use of resources through effective planning, considering all financial and other resource implications;
- Attend Senior Leadership meetings, Governing Body Finance and Premises Committee meetings;
- Understand the implications of government policies and educational trends and developments;
- Plan for and implement new initiatives;
- Manage the disciplines of human resources, admin ICT, premises management, administration and marketing when required;
- Undertake the day-to-day management, communication, induction, training and deployment of the administration (including ICT) and extended services within a professional and supportive environment, to ensure that targets and objectives are met;
- Ensure effective risk management, for example, in health and safety and in the management of any third-party service contracts;
- Sustain the vision and values of St Joseph's Catholic Primary School.

Administration Management

- Be first point of contact for all families, students and visitors; managing telephone and personal enquires and passing on messages in a timely manner.
- Send out Parentmail communications on behalf of the SLT when required.
- Manage the whole administrative function and lead on the process in the absence of the School Business Manager;
- Manage all school admissions, on entry to EYFS and in year admissions
- Management of Wandsworth Borough Council's Admissions Portal
- Organise school tours for prospective parents and arrange open mornings for new families at the start of each school year
- Ensure all admissions policies and criteria are in line with current guidance and easily accessible for new parents through the website and the school office;
- Responsibility for reporting pupil 'starters and leavers' to Wandsworth Borough Council
- Design and maintain administrative systems that deliver outcomes based on the organisation's aims and goals;
- Assist the School Business Manager with managing systems and link processes that interact across the organisation to form complete systems;
- To provide staff and stakeholders with support and information regarding their roles and defining responsibilities (job description/HR file)
- Develop process measures that are affordable and that will enable value for money decisions for those managing resources;
- Establish and use effective methods to review and improve administrative systems;
- Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication;
- Benchmark systems and information to assess trends and make appropriate recommendations;
- Supervise the use of the administrative databases and the preparation and presentation of data required by various staff and agencies;
- Maintain and update the administrative software used by St Joseph's Catholic Primary School;
- Promote the effective use of administrative systems;
- Act as correspondent for the DCSF and be responsible for the records and returns required (i.e. Pupil and Workforce Census)
- Ensure compliance with the Data Protection Act;
- Prepare information for publications and returns for the DfE/LA and other agencies and stakeholders within the statutory guidelines.
- Lead on pupil attendance, working closely with the Education Welfare Officer (EWO) at Wandsworth Council to promote and improve pupil attendance at the school.
- Reporting of pupil attendance figures for FGB meetings

Management Information Systems & ICT

- Communicate the strategy and relevant policies, including Data Protection for use of technology across the organisation;
- Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied.
- Ensure contingency plans are in place in the case of technology failure;
- Management of Pupil Premium / FSM applications, submissions, recording and reporting.
- Responsible for the process regarding digital vouchers for pupils in receipt of Pupil Premium / FSM funding.

Human Resource Management

- Manage the day-to-day payroll services for all staff including the management of pension schemes and associated services;
- Manage the recording of staff absences on SIMs and submit monthly absence returns for Payroll.
- Note taker for HR meetings
- Ensure the organisation's equality policy is clearly communicated to all staff in the organisation;
- Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements;
- Manage recruitment of new staff, performance management, appraisal and development for administrative staff;
- Responsible for processing DBS checks for new staff members
- Ensure people have a clear understanding of the policies and procedures and the importance of putting them into practice;
- Monitor the way policies and procedures are actioned and provide support where necessary;
- Seek and make use of specialist expertise in relation to HR issues;
- Manage the procedural arrangements around the appointment and resignation of staff, including participation in the short listing and interview of applicants for the premises, extended services and administration teams;
- Be responsible for staff employment contracts;
- Be responsible for managing staff absences and requests for time off;
- Provide high quality advice on employment issues, service conditions and employment contracts;
- Review the terms and conditions of service for all staff in response to changes notified by the Local Authority, ensuring that staff are informed of changes which will affect them;
- Maintain the personnel database, ensuring compliance with the Data Protection Act requirements;
- Ensure safeguarding procedures are followed for staff, volunteers and external agencies;
- Maintain the Single Central Record.
- Submit Workforce Census

Health & Safety

Will work in conjunction with the Site Manager to:

- Act as the Health & Safety Co-ordinator and Fire Officer;
- Oversee the planning, instigation and maintaining of records of fire practices and alarm tests;
- Ensure the written health & safety policy statement is clearly communicated to all staff;
- Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change;
- Enable regular consultation with others on health and safety issues;
- Ensure systems are in place to enable the identification of hazards and risk assessments;
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, Governors and where appropriate the Health & Safety Executive;
- Ensure the maximum level of security consistent with the ethos of the organisation;
- Oversee statutory obligations and ensure these are being met for pupils with Special Educational Needs and Disability (SEND).

Safeguarding

The post holder will share the school's commitment to safeguard, and promote the welfare of, the children in our care:

- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.
- To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role.
- To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

St Joseph's Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share its commitment. Appointment to this post will be subject to an enhanced DBS check.

Job Specification for School Senior Admin Officer at St Joseph's Catholic Primary School

| Finance and Operations Manager Selection Criteria | | |
|--|------------------------|--|
| Qualifications | Essential or Desirable | Evidence |
| Educated to at least A level with GCSE (or equivalent) in Maths and English | E | Application form |
| Excellent written and oral communication skills | E | certificates |
| Relevant work in a similar context e.g. education social care, or industry | E | References |
| Working knowledge of systems and software appropriate to school office. (SIMS, CTF, FMS, E Returns, Admissions experience) | D | Certificates |
| Ability to work effectively as part of a team | D | Application form |
| Proven track record of working well under pressure, using own initiative, organising time and prioritising tasks | E | Application form and Interview |
| Safeguarding training | D | Application form |
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| Leadership and Management | | |
| Experience of leading and managing others including their professional development and performance management | E | |
| Evidence of the ability to devolve responsibilities and delegate tasks and monitor outcomes | E | |
| Good organisation and proven administrative abilities | E | |
| Flexibility | E | |
| Ability to initiate, plan, implement and deliver change | D | |
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| Knowledge and Experience | | |
| Experience of leadership of a team of staff ideally including those not directly supervised throughout the day | E | Application form |
| Knowledge and understanding of relevant legislation (e.g. employment, health and safety, equal opportunities) | E | Application form |
| Fluency in the use of IT based management information systems (FMS, SIMS.net, Excel, and Microsoft systems) | E | |
| Knowledge and understanding of property management | D | |
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| Skills | | |
| Has well developed interpersonal skills working with individuals and a team | E | Application form / Presentation / task interview |
| Able to negotiate consult and make effective decisions | E | |
| Has excellent organisation, planning and analytical skills | E | |
| Able to demonstrate a high level of communication skills orally and in writing | E | |
| Able to devolve responsibilities, delegate tasks and monitor outcomes | E | |
| Experience of organising meetings, minuting and follow up | E | |
| Experience of providing PA/administrative support at a senior level | D | |
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| Personal Qualities | | |
| A desire to make a difference to the lives of children | E | Application form |
| Resilience, energy enthusiasm and creativity | E | References/interview |
| Supportive of the ethos of the school | E | |
| Approachable, courteous and present a positive image of the school | E | |

