

JOB DESCRIPTION

Post title:	Senior Administrative Officer (including PA and HR responsibilities)
Reporting to:	School Business Manager
Salary/Grade:	SO1
Working Time:	Term time + 2 weeks
Responsible For:	<p>Admin Assistant Receptionist</p> <p><i>Including line management, performance management and training for all of the above staff</i></p>
	<p>PURPOSE OF JOB</p> <p>To work as part of the administrative team, supporting the school in achieving its vision and objectives by providing administrative and HR support to the senior leadership team (SLT). This will include working with the team on day to day organisational decisions for the school and in providing administrative and HR support to allow the team to focus on the strategic leadership of the school.</p> <p>In conjunction with the School Business Manager to manage the front line school office team and environment, ensuring effective administration and day to day efficiency.</p> <p>To make a major contribution to the successful management, efficiency and administration of the school and to act as the HR Administrator to the School Business Manager by providing support for the HR function of the school in accordance with the relevant HR procedures and national standards.</p>
	<p>SENIOR ADMINISTRATION OFFICER</p> <p>Ensure the provision of effective office and reception services as the schools main public front desk</p> <p>Manage and lead the front line school administrative function.</p> <p>Ensure front line enquiries from staff, pupils, parents and visitors are dealt with promptly.</p> <p>Oversee administration of visits and school journeys – transport/ letters/ bookings/ money collection.</p> <p>Design and maintain administrative systems that deliver outcomes based on the school's aims and goals.</p> <p>Manage systems and link processes that interact across the school to form complete systems.</p> <p>Define responsibilities, information and support for staff and other stakeholders.</p> <p>Develop process measures that are affordable and that will enable value for money decisions for those managing resources.</p> <p>Establish and use effective methods to review and improve administrative systems.</p>

	<p>Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication.</p> <p>Benchmark systems and information to assess trends and make appropriate recommendations.</p> <p>Prepare information for publications and returns for the DfE, LA and other agencies and stakeholders within statutory guidelines.</p> <p>Provide clerical, secretarial and administrative support to the senior leadership team including typing, enquiry service for telephone and personal callers, arranging and servicing and minuting team and disciplinary meetings.</p> <p>Ensure timely and effective support to Governing Body by attending and minuting all meetings providing a general support to ensure effective conduct of their business in accordance with articles of government including handling post, arranging meetings, co-ordination of agenda and agenda items etc.</p> <p>Manage the collection, collation and distribution of all statistical and statutory returns.</p> <p>Write confidential letters, reports and documents including policies, school development plan and prospectus.</p> <p>Apply a high degree of tact, sensitivity, diplomacy and confidentiality across the range of administrative and PA duties.</p> <p>Keep abreast of changes internally and externally to ensure that the range of functions is undertaken in an effective manner</p>
	<p>HUMAN RESOURCES</p> <p>Maintain an accurate and up to date Single Central Record of vetting checks at all times.</p> <p>Hold responsibility for developing and maintaining up to date personnel records of all staff to include recruitment, training, salary assessments, expenses, allowances, maternity leave, sickness leave, holiday and other leave in accordance with data protection requirements.</p> <p>Under the direction of the School Business Manager liaise with managers, staff and other parties regarding leavers, to ensure relevant actions are undertaken (e.g. return of laptop, keys and access card etc.) and maintain an effective archive of ex- staff records.</p> <p>Prepare and send Occupational Health referrals for staff as needed.</p> <p>Support all stages of the recruitment process, liaising with the School Business Manager to ensure up-to-date documentation/information is provided. Liaising with external parties (e.g. advertising agencies) to publish school vacancies as appropriate.</p> <p>Administer the recruitment inbox and respond to candidates in a timely manner.</p> <p>Issue recruitment/appointment documentation, including 'invite to interview' letters, conditional appointment letters, contracts of employment, and requests for references.</p>

	<p>Ensure pre-employment clearances/checks (e.g. references, work permits, DBS checks, clarification on residency/working abroad and medical clearances) are taken up in a timely manner, and that any issues are highlighted to the relevant manager, providing advice as appropriate.</p> <p>Process translation of clearance documents when necessary as part of the safer recruitment process.</p> <p>Ensure that all information in relation to new starters and volunteers is created, processed and accurately entered into the schools systems in both electronic and hard copy format.</p> <p>Liaise with payroll and other relevant sections to ensure staff are paid in an accurate and timely way and to endeavour to solve salary and pay enquiries for members of staff.</p> <p>Collate and maintain all information in relation to absence management, report absences to the Local Authority on a monthly basis and liaise with senior staff responsible for follow up.</p> <p>Liaise with the local authority and the specialist HR provider as and when necessary.</p> <p>Work closely with the School Business Manager and external HR Advisor, to ensure a high quality HR service is delivered throughout all departments across the school.</p> <p>Comply with the appropriate security and confidentiality for all HR-related information.</p> <p>Under the direction of the School Business Manager, ensure that all documentation relating to HR policies and procedures is reviewed in a timely manner.</p> <p>Prepare and submit the School Workforce Census within the required timescale.</p>
	<p>PA TO HEADTEACHER</p> <p>Lead and manage a range of administrative tasks that directly support the Headteacher and ensure that their time can be focused appropriately on educational and pastoral issues. These tasks will include, but will not be limited to:</p> <p>Provide the Headteacher with a comprehensive range of secretarial services and where appropriate, the Senior Leadership Team.</p> <p>Manage the Headteacher's diary and acting as their gatekeeper, re-directing people and issues that ought to be dealt with elsewhere to their appropriate destination whilst ensuring that sensitive and potentially important issues are flagged appropriately and separately to the Headteacher.</p> <p>Manage day to day and strategic communications from the board of governors, governor services, Headteacher, and SLT to staff, pupils, their parents and carers and all other stakeholders across paper, face-to-face and electronic media.</p> <p>Research, analyse and evaluate data, creating and presenting reports for the Leadership Team and Governing Body that validate the schools commitment to school improvement, high standards and the professional development of its workforce.</p> <p>Assist the Headteacher in school self-review and keeping abreast of OfSTED, Local Authority and central government requirements and monitoring the school's performance in these areas on their behalf as directed.</p>

	<p>Manage projects using own initiative, including making decisions where advice may not be forthcoming which requires thinking beyond current procedures, and to think 'outside the box'.</p> <p>Offering administrative support to the Governing Body.</p>
	<p>OTHER RESPONSIBILITIES</p> <p>Provide effective administrative and secretarial support to the Office/School Business Manager.</p> <p>Ensure all duties and responsibilities are discharged in accordance with the school's Health & Safety at Work Policy.</p> <p>Assist the school by promoting and maintaining good relationships with pupils, staff, governors, parents, and external agencies in order to promote the objectives of the school</p> <p>Provide hospitality and refreshments for visitors and parents if necessary.</p> <p>General correspondence of a routine nature.</p> <p>Deal with front line enquiries from parents/carers, pupils, staff and members of the public.</p> <p>Any other duties as directed by the school business manager or senior team and relevant to the post and to undertake additional duties and responsibilities that may arise from time to time, commensurate with the scope and grade of the post.</p> <p>To be able to adapt to the continuing changes and priorities of school.</p>
	<p>PROFESSIONAL CHARACTERISTICS</p> <p>Commitment to the wellbeing and progress of all pupils in school</p> <p>Commitment to excellent inclusive practice.</p> <p>Trustworthy and reliable</p> <p>A clear understanding of confidentiality</p> <p>Willingness to work as part of a team for a common aim and understanding that flexibility is key to successful outcomes</p> <p>Flexibility and creativity in problem solving</p> <p>Use of initiative and excellent time management/prioritisation skills</p> <p>Ability to undertake work in a variety of advanced tasks requiring detailed knowledge and skills in specialist areas</p>
	<p>EQUAL OPPORTUNITIES/ SAFEGUARDING STATEMENT</p> <p>To ensure equality of opportunity for all and to oppose strongly any form of discrimination.</p> <p>Arnhem Wharf Primary School is committed to safeguarding and promoting the welfare of all children and expects all members of staff to share this commitment.</p>
	<p>ORGANISATIONAL DETAILS</p> <p>Take part in the corporate life of the school, such as attending special events and celebrations</p> <p>Participate in the performance management process.</p>

	<p>PERFORMANCE MEASURES</p>
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	<p>Performance management assessment will be based on the responsibilities listed above and judgements will be made against these as part of the school's performance management cycle.</p>
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The above description was agreed on(Date). It may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss the proposed amendments. It will be reviewed as part of the annual performance process.

Signed by (postholder)