

<b>GRADE:</b>	NJC Grade 5 (Point7-8)
<b>ACCOUNTABLE TO:</b>	Office Manager
<b>RESPONSIBLE FOR</b>	

## MAIN PURPOSE

Working collaboratively as part of the Business Support team, to provide a wide range of administrative support to the Assistant Head Teacher and teaching staff as required, providing a highly efficient administrative service, assisting leadership in achieving the College's stated aims and objectives

To administer admissions, accurately recording relevant data on pupils, in line with the colleges policies and procedures, ensuring pupil registration details are recorded in line with the schools legal obligation.

To act as point of contact for partner schools, responsible for the effective communication and transfer of pupil data and information.

To provide varied administrative support the Assistant Head Teacher in the day to day operation of running a busy centre including the co-ordination of facility management, budget monitoring, staff absence, safeguarding and health and safety.

## KEY DUTIES AND ACCOUNTABILITIES

1. Administer pupil admissions / registration in accordance with the Colleges Processes and procedures ensuring electronic records are accurate and complete and schools files are received / stored, adhering to data security and school processes.
2. To provide day to day administrative support to the centre in supporting school communications and correspondence as required.
3. To manage effective paper and electronic filing systems to include archiving and destruction of records following Data Protection guidelines and school policy
4. Communicate regularly with the central business team, liaising with peers across other locations as necessary
5. Deliver a flexible administrative service creating complex documents / reports in specialist ICT software taking minutes as required and maintaining electronic and manual filing systems, producing reports as directed. To organise events/courses for the School, booking venues and refreshments as required, liaising with the Finance Team regarding expenditure levels.
6. Responsible for the care of, accuracy, confidentiality, security and maintenance of administrative related manuals and/or computerised information, including the development of procedure manuals and forms in liaison with the central business team, disseminating changes to relevant staff
7. Contribute and Support the development, design and implementation of Business Systems, Processes & Procurement



8. Contribute to the development Policies & Procedures including communication and monitoring of.
9. Provide advice and guidance in area of specialism inc. the delivery of training
10. Preparing & administering orders using the schools accounting systems ensuring best value is applied at all times, checking deliveries and invoices, coordinating with the Finance Team in managing resources and financial records
11. Responsible for the management of petty cash working directly with the Finance team to ensure funds are carefully monitored and effectively used and reporting in a timely manor
12. Organise and attend meetings, providing a minute taking service as required. Provide cover / support as required inc. exams / other centres as required
13. Be a subject matter expert of specific IT software/systems used within WSAPC, with the ability to use the advanced features of the specific software package, i.e. SIMS, FMS, Microsoft Office
14. Be a subject matter expert of administration and central process to ensure consistency of administration and business processes is applied ensuring compliance
15. Provide front of house service, dealing with incoming calls and visitors, ensuring security of the building is maintained at all times
16. Manage and collect funds for school meals and activities, liaising with the lead person for the activity and the Finance Assistant
17. Deal with contractors / suppliers in the absence of the Premises team when required

## GENERAL

- ✦ Remain up to date with all relevant legislation, organisational procedures, policies and professional codes of conduct in order to uphold standards of best practice. This may include attendance at external events and conferences to be able to contribute proactively to changes to and developments of new processes
- ✦ Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- ✦ To participate in training and other learning activities as required
- ✦ To recognise own strengths and areas of expertise and use these to advise and support others
- ✦ To ensure safe use by self and others of equipment and materials
- ✦ To establish constructive relationships and communication with all stakeholders, both internal and external
- ✦ To attend and participate in regular meetings
- ✦ To treat all users of the College with courtesy and consideration



- ✦ To present a positive personal image, contributing to a welcoming College environment which supports equal opportunities for all
- ✦ To promote and ensure the health and safety of all pupils, staff and visitors, (in accordance with appropriate health and safety legislation) at all times
- ✦ Carry out any other duties, commensurate with the post, which from time to time may be necessary for the good order of the College, as directed by the Assistant Head Teacher/ABM or Business Manager

Signed: ..... (post holder)      Date: .....

Signed: ..... (Line Manager) Date: .....

*The particular duties assigned to this post are set out above but should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. These duties may be reviewed and amended in consultation with the post holder in light of any changes in the requirements and priorities within the school. Such variations are a common occurrence and cannot of themselves justify a re-grading of the post.*



## PERSON SPECIFICATION

### Qualifications and Knowledge

- ✦ Working knowledge of administrative processes, school policy and procedures in an educational environment
- ✦ NVQ Level 3 or equivalent qualification or experience in office administration
- ✦ European Computer Driving Licence or equivalent experience demonstrating excellent knowledge of a wide and varied range of ICT software

### Experience

- ✦ Experience of financial systems and data management in a school environment
- ✦ Experience in cash handling and basic budget monitoring (desirable)
- ✦ Experience in a school office environment with an understanding of health & safety, ICT, facilities and human resource processes (desirable)

### Skills and Abilities

- ✦ Good literacy and numeracy skills in order to understand complex written and verbal instructions
- ✦ Ability to present data clearly, concisely, accurately and in ways that promote understanding, either verbally or in written/electronic form
- ✦ Ability to interpret complex information to produce informative documents with limited guidance.
- ✦ Proven ability to work under pressure and to tight deadlines
- ✦ An ability to maintain focus at times of unforeseen difficulty and uncertainty
- ✦ Good organisational skills in order to arrange events/courses with limited guidance
- ✦ Good communication and interpersonal skills
- ✦ Ability to maintain confidentiality and deal with sensitive issues effectively
- ✦ Competent note taking skills

### Equalities

- ✦ To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy

### Other Requirements

- ✦ Able to move between locations across West Sussex

