



Job Description

POST TITLE:	Senior Administrator
GRADE:	7
HOURS OF WORK:	37 hours (Mon-Fri); Term Time + 5 days (3 x training days and 2 x days to be agreed with the Administration Manager & PA to Head of School)
RESPONSIBLE TO:	Administration Manager & PA to Head of School

PURPOSE OF THE JOB:

- To provide timely and effective administrative support for the school.

MAIN RESPONSIBILITIES:

Administration

1. Under the direction of the Administration Manager & PA to Head of School lead and develop the school's administrative functions, including the day-to-day supervision of the administration team.
2. Produce letters, documents and other information as directed by the Administration Manager and PA to the Head of School.
3. Provide administrative support for Teaching Staff as required.
4. Support with the co-ordination of school events, trips and visits.
5. Organise catering requirements for school events.
6. Manage signing in records for staff, regular visitors and contractors in accordance with safeguarding procedures, GDPR and in liaison with the Trust HR Team. Ensure the Single Central Record is maintained and accurate for all Regular Visitors to the school.
7. Provide Reception cover as necessary.
8. Use the school's Management Information System (Bromcom), as appropriate, to obtain information and locate staff and students when necessary
9. Ensure meetings and events are organised efficiently in appropriate venues in liaison with other teams including ICT facilities and Site Team as required.
10. Deputise for the Administration Manager & PA to Head of School during periods of absence either directly or by organising appropriate staffing.
11. To liaise effectively with the Administration Manager & PA to Head of School to ensure seamless, effective and consistent processes across the school.
12. Maintain high quality administration and filing systems using ICT.
13. Be responsible for the management and distribution of information sent to parents via Bromcom.
14. To take an active role and undertake appropriate duties as part of the Fire Evacuation Process as detailed in the school's Fire Policy and ensuring all staff evacuation lists are up-to-date at all times.
15. Using Wisepay, the School's Cashless system, set up the sale of items/tickets/trips, ready for parents to pay online. Monitor the uptake of these products, in line with the relevant process. Assisting parents/carers with any queries relating to WisePay.
16. Assisting the Transition Lead with the booking of meetings with primary schools.
17. Provide first aid support across the school, responding promptly to injuries or medical needs, assessing situations appropriately, and administering care in line with first aid



training and school procedures. Ensure all incidents are logged accurately, parents are informed where necessary, and follow-up actions are completed.

Events, School Organisation & Visits

1. To be responsible for producing and updating the weekly staff briefing document which forms part of the weekly staff bulletin.
2. Liaising with relevant parties to organise meetings, appointments, schedules and use of rooms.
3. Oversee and coordinate room bookings, particularly during peak periods such as examinations, to ensure all spaces are scheduled accurately and efficiently, supporting the smooth and uninterrupted delivery of lessons.”
4. In conjunction with the PA to Head of School assist with the co-ordination, administration and organisation of school events e.g. Parent Evenings, Information and Curriculum Evenings, Open Evening, and any other events as required.
5. Occasional evening reception cover for calendared events (paid as overtime).
6. Liaise with the PE Department to ensure the smooth running of sports fixtures, following all relevant procedures and processes to support effective organisation and delivery.

Other Duties/Responsibilities

1. Work effectively with colleagues in the Administration Team and provide cover for absent colleagues in the team as directed by the Administration Manager & PA to Head of School.
2. Establish and maintain good relationships with staff, governors, parents, students, LA and external agencies in order to promote the objectives of the establishment.
3. Contribute to the maintenance of a safe and healthy environment.
4. To carry out any other duties consistent with the post as directed by the Administration Manager & PA to Head of School.
5. Undertake the duties of a qualified first aider.

General Notes

1. These accountabilities do not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed;
2. These accountabilities are not necessarily a comprehensive definition of the post. It will be reviewed at least once per year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Hampton Academies Trust 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 required to undergo an Enhanced Disclosure and Barring Service Check from the Disclosure and Barring Service (DBS).



Person Specification

Criteria	Essential	Desirable	How Measured
<u>Qualifications</u>	<ul style="list-style-type: none"> ➤ Good educational background, with minimum 5 GCSEs (or equivalent) including English Language & Maths at Grade 4 or above. ➤ Relevant education qualification or a technical qualification, i.e. NVQ Level 3, or equivalent 	<ul style="list-style-type: none"> ➤ Administration/ Secretarial qualifications 	<ul style="list-style-type: none"> ➤ Qualifications ➤ Application Form ➤ Interview process
<u>Experience</u>	<ul style="list-style-type: none"> ➤ At least three years' experience of working in a busy office environment ➤ Experienced user of ICT, specifically Word, Excel, Powerpoint, Internet and Email ➤ Experience of organising and prioritising workloads and assisting others ➤ Experience of working in a team 	<ul style="list-style-type: none"> ➤ Experience of working in a school environment ➤ Experience of working in a senior administration role 	<ul style="list-style-type: none"> ➤ Interview ➤ Application Form ➤ Letter of application
<u>Knowledge, Skills & Understanding</u>	<ul style="list-style-type: none"> ➤ Excellent administrative skills ➤ Excellent communication skills, oral and written ➤ Excellent ICT skills ➤ Ability to work with a high degree of accuracy ➤ Ability to work with honesty and integrity ➤ Ability to use own initiative ➤ Ability to prioritise workload and keep to deadlines ➤ Excellent organisational skills ➤ Ability to multi-task ➤ Good interpersonal skills ➤ Good listening skills ➤ Sensitivity and empathy ➤ Ability to remain calm when working under pressure ➤ Appreciation of absolute confidentiality of information received in school ➤ Understanding of Safeguarding ➤ First Aid Qualified, or willing to undertake relevant training 		<ul style="list-style-type: none"> ➤ Letter of application ➤ Interview process
<u>Other Requirements</u>	<ul style="list-style-type: none"> ➤ Ability to work flexibly ➤ Willingness to learn new skills and undertake training, as required ➤ Willingness to take a full and active role in school life 		<ul style="list-style-type: none"> ➤ Application and interview