

Job Description

School Administrator, Senior Secretary

Job Details	
Grade	(Grade B, subject to evaluation under BCC Equal Pay programme)
Job Evaluation Number	TBC
Directorate	Children & Families
Division	Schools

1.0 Portfolio Responsibilities

This job provides comprehensive secretarial and administrative support to the Headteacher and senior staff whilst managing school-wide operations. It administers pupil, staff and financial arrangements including records management, recruitment processes, exclusions, examinations and parental payment systems. The job supervises clerical services, liaises with Governors and agencies and produces documentation for committees and statutory returns.

2.0 Key Responsibilities (WHAT DO WE EXPECT THIS ROLE TO ACHIEVE)

Administration - Senior Secretary

- Providing secretarial and administrative support to the Headteacher and/or other senior staff, which may include diary management, visitor arrangements, dealing with enquiries and complaints, liaison with Governing Body Committees and Governors, managing correspondence, administration of exclusions
- Managing key operational administration which may include organising supply cover or serving as the school Educational Visits Coordinator.

Administration - General

- Dealing with day-to-day internal and external enquiries
- Administering meetings and producing confidential documents which may include letters, references, recruitment documentation, meeting minutes such as Governing Body Committees / exclusions panels / meetings with parents and carers.
- Supporting the production and distribution of information, messages and communications for

<p>pupils, staff, parents and carers and the wider community which may include producing newsletters, website and/or social media content, displays</p> <ul style="list-style-type: none"> • Processing data and producing reports to provide information as required, which may include official returns such as School Census, pupil assessment reports • Providing supervision, advice and cover as needed for clerical, administrative and reception services
Administration - Pupils
<ul style="list-style-type: none"> • Administering pupil arrangements such as pupil records and files, pupil level reports, attendance registers, pupil admissions and/or transition, Free School Meals, milk in school, School Health Services, School Photographer, exams arrangements, trips, visits, events and extra-curricular activities, detentions, lost property
Administration - Staff
<ul style="list-style-type: none"> • Administering staffing arrangements such as staff records and files, recruitment, employment contracts, absence records, Single Central Record, School Workforce Census, cover arrangements and training records. • Liaising with external HR and Payroll services as required
Administration - Finance & Resources
<ul style="list-style-type: none"> • Administering the purchase and receipt of goods and services, which may include liaising with suppliers, obtaining quotes, administering contracts and service level agreements with suppliers, raising orders and processing invoices and logs, maintaining inventories, organising office supplies, school uniform and equipment • Collecting, reconciling and reporting on money received, which may include managing cash and electronic parental payments, the School Fund Account and/or the Petty Cash Account and/or the school purchase card

Special Conditions	
Is Safeguarding Check needed?	DBS Enhanced Children

Essential Criteria
Method of Assessment (M.O.A): Application Form; Work Based Exercise; Interview; Qualifications; Presentation

Qualifications	AF/ Q	Hold GCSEs (or equivalent) at Grade C/4 in English and Mathematics
Qualifications	AF/ Q	Hold Level 3 qualification or equivalent demonstrable experience
Experience	AF/ I	Have experience of providing administrative support in an educational or relevant setting.
Skills	I	Be proficient in using Microsoft Office applications and management information systems.
Skills	I	Be able to speak an appropriate standard of spoken English -Part 7 of the Immigration Act (2016)
Skills	I	Have excellent written and verbal communication abilities for diverse stakeholder interactions
Skills	I	Be skilled at managing staff, students, parents/carers and visitors who may be distressed, impatient, angry or upset
Skills	I	Have good attention to detail and accuracy in data entry and record keeping.
Skills	I	Be competent in producing professional documents including letters, reports and meeting minutes.
Other		Have a flexible and adaptable approach to supporting varied school operational needs.
Competency	AF/ I	Be able to both work independently and make a positive contribution to team work
Competency	AF/ I	Be capable of handling sensitive information whilst maintaining strict confidentiality protocols.
Competency	AF/ I	Be skilled in diary management and coordinating complex schedules for senior leadership teams.
Competency	AF/ I	Be capable of prioritising workload, managing competing deadlines and supervising administrative staff independently.

Competency	AF/ I	Be able to work calmly and professionally under pressure
Knowledge	AF/ I	Be familiar with financial processes including purchase orders, invoicing and payment reconciliation.
Knowledge	AF/ I	Demonstrate thorough understanding of data protection principles and confidentiality requirements in schools.
Knowledge	AF/ I	Understand safeguarding procedures, exclusions processes and visitor management protocols in educational settings.
Training		Demonstrate a commitment to undertaking ongoing training and professional learning

All staff at BCC understand and are committed to Equal Opportunities employment and service delivery.

As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported, engaged, and able to fulfil their potential in the workplace. People with a disability telling us on their application form they wish to participate in the scheme and who can then demonstrate in their application that they meet the essential criteria for the role will be shortlisted and offered an interview.

Safeguarding

Everyone has a responsibility to safeguard the welfare of children, young people, and adults at risk, whatever the role of the individual, or Birmingham City Council service or Directorates they work in. Birmingham City Council will work with the appropriate statutory bodies when an investigation into child abuse or a safeguarding adult's investigation is necessary.

The Council is committed to safe recruitment practices and recognises that this fits into an overall corporate approach to safeguarding across a range of functions that need to operate together in order to be effective. This applies to employees, volunteers, work placements, elected members, licencing, school transport arrangements and any other regulated positions.

The Council's safe recruitment process includes pre-employment vetting which involves establishing full employment histories; proof of identity; satisfactory references; health assessment; checks of qualifications; asylum and immigration checks; and criminal record checks with the Disclosure and Barring Service.

The Council's website will contain links to the current versions of safer recruitment policies that are in

force.

In line with this, everyone has an overarching responsibility for safeguarding and promoting the welfare of all children/young people and adults in the area.

- Work in a way that prevents and protects service users from abuse;
- To be aware of the signs of abuse or neglect;
- Recognise the signs of abuse and neglect; and
- Record and report any concerns or incidents.

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