



Senior Administrator

Job description and person specification

Responsible To: Office Manager

Grade: L5

Conditions: 37 hours per week / 39 weeks per year

Location: Putteridge High School, Luton

Purpose of Post: This is a key post within the school which requires dedication and a highly efficient and responsible approach. The post therefore calls for the ability to work on one's own, to use judgement and initiative. The ability to remain calm and controlled under the pressures of working in a very demanding and constantly changing environment is also essential. This will require considerable flexibility in working hours and styles and a willingness to undertake training to meet the varying demands of the role. As a first point of contact for Safeguarding it is essential that the post holder has a manner which inspires confidence.

Organisation Chart:

Deputy Designated Safeguarding Officer
|
Senior Administrator

PRINCIPAL RESPONSIBILITIES:

1. To provide a full secretarial and administrative support service to the Deputy Designated Safeguarding Officer and Safeguarding team of the school.
2. To provide a full secretarial and administrative support service to the school comprising a wide range of duties and encompassing Word, Excel and GSuite ensuring that deadlines are met and confidentiality is maintained at all times.
3. To provide confidential, personal and administrative support to the Deputy Designated Safeguarding Officer and the Safeguarding team and to be the first point of contact for people wishing to contact the Deputy Designated Safeguarding Officer.

4. To liaise with other staff to ensure the efficient processing of the Deputy Designated Safeguarding Officers work and, in particular, to manage the work of any secretarial staff designated to assist and support the work of the Deputy Designated Safeguarding Officer.
5. To be aware of, and sympathetic to, the best interests of the school and to communicate these to parents and the wider community as required.
6. To strive at all times to meet the high standards of delivery required for this post including the following:
 - To provide administrative support to the Deputy Designated Safeguarding Officer and the Safeguarding team.
7. At appropriate points, and working with the broad staff team, to:
 - contribute to achieving the stated aims and objectives of the school including contributing to policy formation/review, whole school development planning and evaluation,
 - contribute to problem solving, decision making and managing change within the school,
 - play an active role in developing and maintaining effective working routines at the school,
 - play an active role in activities related to the induction of new staff to the school,
 - work both efficiently and effectively with due regard to punctuality and meeting deadlines,
 - collaborate with colleagues in using the resources of outside agencies to best effect and actively promoting a positive image for the school,
 - maintain an optimistic and positive attitude with colleagues, and work to support and motivate others,
 - promote effective written and oral communication and the efficient storage and retrieval of information,
 - achieve a good working rapport with pupils and maintain a balance being friendly and approachable, and achieving specified work tasks,
 - periodically take part in staff review/appraisal and undertake relevant INSET activities to up-date knowledge and skills.
 - contribute as required to the smooth running of the central admin office.
7. To provide admin support during exam and assessment periods.
8. To undertake any reasonable task as directed by the Headteacher.

DIMENSIONS:

Supervisory Management: N/A
Financial Resources: N/A
Physical Resources: Office equipment
Other: N/A

CONTEXT: All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

This post meets the definition of 'Regulated Activity' as defined in the Safeguarding Vulnerable Groups Act 2006.

Because of the nature of this job, it will be necessary for an enhanced DBS check to be undertaken. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare all unspent cautions and convictions; and also any adult cautions (simple or conditional), and spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020). A person's criminal record will not in itself prevent a person from being appointed to this post. Applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying. However in the event of the employment being taken up, any failure to disclose such offence, as detailed above, will result in dismissal or disciplinary action by the School / Authority.

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed via www.disclosure.gov.uk

'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service'.

Physical Effort: N/A

Working Environment: N/A

Person Specification: Personal Assistant to the Deputy Headteachers

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E):- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

.Please make sure, when completing your application form, you give <u>clear</u> examples of how you meet the essential and desirable criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Demonstrable secretarial and administrative experience. Demonstrable extensive recent experience in the use of IT, i.e. word processing, spreadsheets, desktop publishing and other computer skills. Experience of supervising others.	1,2 1,2,5 1,2	Experience of working in a school environment is desirable for this post	1,2
Skills/ Abilities	Has a competent command of written and spoken English. Can remain calm and controlled under pressure. Is determined to set and achieve high standards for oneself and others. Can work in the flexible ways needed for the post. Can demonstrate initiative and sound judgement and take a great deal of responsibility. Able to develop constructive working relationships with all school staff, whilst maintaining a high level of professionalism at all times. Able to helpfully deal with and give accurate information to visitors, colleagues, parents, pupils, etc. Able to organise workload to meet conflicting demands and deadlines, prioritising the needs of the Deputy Headteachers over all other needs. Would enjoy working closely with demanding Deputy Headteachers and is prepared to absorb their pressures. Able to write reports, read and comprehend written information that may not be straightforward. Able to converse with ease with members of the public and provide effective help or advice in accurate and fluent spoken English	1,2 1,2 1,2 1,2 1,2, 1,2 1,2 1,2 2 1,2,5 1,2,5		
Competencies	Able to form appropriate relationships with young people.	1,2	Able to demonstrate appropriate motivation to	1,2

			work with young people.	
Other Requirements	Willing to undertake training and development activities. Willingness to adjust working arrangements to suit the changing needs and demands of the school (occasional).	1,2 1,2 1,2		
Equality Issues	Able to recognise some forms of discrimination which commonly exist. Can relate well to children and adults of a variety of backgrounds.	1,2 1,2		
Specialist Knowledge				
Education and Training				

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018)

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours; and, attitudes to use of authority and maintaining discipline.

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CVs will not be accepted for any posts based in schools.