



## **Our Lady and All Saints Catholic Multi Academy**

St John the Baptist Catholic Primary School

### **JOB DESCRIPTION – SENIOR ADMINISTRATOR (Band C)**

#### **1 Job Purpose**

To provide a confidential and efficient, quality and support service in all areas of administration to facilitate the smooth running of the school, including daily support to the Headteacher and Governors. The post holder will strategically manage clerical, financial and administration support to enable the delivery of a professional and efficient administrative service. The role also covers supervision of site manager, office staff and cleaners.

#### **2 Main Duties**

##### **2.1 General**

- To communicate orally, in writing, by telephone and via technological means with a range of stakeholders at all levels
- To be able to organise and prioritise own workload ensuring that deadlines are met
- Be able to interpret information and situations by analysing, judging and being creative
- Responsibility for ensuring that an effective reception, switchboard and administration service is provided
- To manage the efficient and effective running of the school office, devising new systems as required and improving business efficiency and quality of standards.
- Ensuring the provision of quality clerical support including typing/word processing, reprographics and filing (newsletters, diary dates etc)
- Supervision of office personnel, with responsibility of their CPD
- To establish effective working relationships with colleagues, the MAC, Local Authorities, parents and outside agencies
- Responsibility for establishing contacts with a variety of outside suppliers of goods or services.
- Responsibility of administering school admissions, procedures and accurately maintaining the pupil related information system. This will also include administering the admissions policies and school appeal process
- To support and advise the Headteacher on all operational areas within the remit of this role.
- Management of pupil and staff management systems, communication tools.
- Liaise with the IT Technicians to ensure an efficient service is available at all times.
- Liaise with staff to support the organisation of school visits, residential trips and extra curriculum activities
- Participate in staff training and development and work to continually improve own and team performance, sharing skills and expertise with others.
- To support and promote the catholic values and ethos of the school
- To undertake any other duties that can be reasonably expected of and are relevant to the post

##### **2.2 Finance & Business**

- To implement the financial decisions of the MAC, Headteacher, SLT and Governing Body
- To ensure that correct and robust financial controls and procedures are in place, not limited to: banking, purchasing, expenses, income and capital funding.
- Have an oversight of financial processes including overtime claims, reconciliation of monthly salaries, monthly budget forecasts, expenses, purchase orders, invoicing and outstanding payments
- Securing best value and ensure its implementation in all areas of purchasing for the school. Lead regular benchmarking exercises.

- Manage Early Years Registrations and funding portal.
- To ensure that the school meets all statutory and legal requirements concerning information and financial management and to liaise with MAC Finance, auditors and other external organisations, if required
- Train and assist staff to follow the schools finance policies and procedures
- With agreement of the Headteacher/Deputy, manage the letting of the school premises to outside organisations
- Maintain records of insurance cover, insurance claims and administration, copyright and other licences etc

### **2.3 Human Resources**

- Build and support team work and positive working relationships, having clear and realistic expectations, management workload and promoting accountability.
- Management of HR processes within the school, including administrations of recruitment advertising, applications, references, contracts and appointment forms.
- Ensure that HR files contain all relevant documentation as per 'Keeping Children Safe in Education' and 'Safer Recruitment' guidelines.
- To manage and monitor the register of DBS checks and the Single Central Record
- Responsibility for the maintenance of staff absences including leave of absence, sickness and insurance schemes
- Support senior leadership in the management of supply cover, performance management increments and any disciplinary matters (when requested).
- To undertake appropriate professional development and attendance at appropriate staff meetings and parent evenings.
- Management of annual service contracts
- Management of annual service returns such as, school workforce census, termly school census, catholic education census and be responsibility for any statistical returns required by the MAC.

### **2.4 Premises and Health & Safety**

- The post holder will be responsible for their own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health & Safety policies.
- Ensure robust system is in place for lettings and the use of facilities by outside agencies.
- To ensure that any relevant health and safety legislation and advice is adhered to

### **3.0 Safeguarding**

- Post holder will be required to carry out annual safeguarding training
- Support the school in promoting safeguarding and welfare, being specifically responsible for the children, young people and vulnerable adults they are responsible for, or comes into contact with
- Refer any safeguarding issues to the school's DSL immediately and record concerns on the relevant IT system
- Ensure compliance to Safeguarding Policies and Procedures within the MAC
- St John the Baptist, part of Our Lady and All Saints Multi Academy Company (the MAC) has a responsibility for and is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups. All employees and volunteers are expected to share this commitment
- Our Lady and All Saints Catholic Multi Academy (The MAC) is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom they are responsible or come into contact with. The post holder must read and understand the most recent Part 1 of Keeping Children Safe in Education, signing to state that this has been carried out.

### **4.0 Buildings & Equipment**

All staff are responsible for the correct use and handling of equipment

Where applicable, the correct equipment and/or resources are made available for pupil use.

#### **5.0 Policies & Procedures**

- The post holder will be accountable for ensuring that they are aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.
- All duties and responsibilities must be carried out with due regard to the Our Lady and All Saints Multi Academy Company policies and procedures

#### **6.0 Equal Opportunities**

Our Lady and All Saints Catholic Multi Academy is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.

#### **7.0 Variations to Job Descriptions**

Due to changing demands, duties and responsibilities may vary from time to time and amendments to job descriptions may be required to reflect changing requirements

#### **8.0 Mobility**

Whilst this post is initially based at St John the Baptist Catholic Primary School, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of Our Lady and All Saints Multi Academy Company