

JOB DESCRIPTION

Employment Details	
Job Title	Senior Admin Officer
Reports to	Head of Admin Operations
Salary Band	WHF NJC N

Safeguarding Commitment:

The White Horse Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical clearance, evidence of qualifications and verification of the right to work in the UK.

Purpose of the Role
- Collaborate with Admin staff at different WHF locations to ensure that the practice being led is in accordance with WHF policies and procedures - Line Management of SPSO's to ensure that our outward customer service approach remains high at all times - Ensure a high level of service delivery to staff and stakeholders - To provide knowledge and expertise to admin staff within WHF school offices - Identify Training needs or gaps in processes and work with the Field Admin Manager to collate training packages. - To provide practical support when required. - To act as Policy Officer for the trust, ensuring correct formatting, review schedules are followed, and liaising with policy owners and unions where required.

Responsibilities
Admin Support Officer duties - Provide a comprehensive administrative support service to the school staff, monitoring the school office to ensure that routine clerical functions are undertaken efficiently. - Managing the SPSO's to establish new efficiencies within the workplace and work with the Field Admin Manager to roll out identified best practices to the rest of the schools where appropriate. - Ensure the SPSO's provide first class supervision of admin assistant(s) across multiple sites. - Organise staff absence cover as required in conjunction with the regional SPSO. - Ensure Admin staff inductions are carried out and all paperwork is submitted in a timely manner. - Monitor the process of school volunteers, visitors, governors including administering DBS/safeguarding checks and the Online SCR. - Working with schools to actively encourage Free School Meals, registration through effective promotion. - To support school offices with Ofsted visits, with a particular focus around those with only one Administrator. - Monitor and evaluate the performance of team members, providing constructive feedback and addressing any issues. - Support with Admin network meetings. - Support to ensure pupil census is submitted accurately and in a timely manner. - Provide guidance, training, and support to the SEN admin team members to enhance their skills, performance and professional development.

Policy Officer responsibilities

- To coordinate policy review schedules, engaging with policy owners and subject matter experts to ensure timely revisions and version control.
- To ensure that policies are accessible, communicated effectively and understood by relevant stakeholders.
- To maintain effective liaison between policy owners and Trade Union representatives, ensuring policy consultation obligations are met and union-related policy matters are managed proactively.

Management of school office

Management of cross sites, supervision of Senior Pupil Services Officers/ Pupil Services Officers.

Ensure compliance standards with regular spot checks and audits in schools to ensure systems are maintained at all times.

- After School Clubs
- Arbor
- Attendance
- Cool Milk
- IHCP
- Nursery
- ParentPay
- School voucher system
- SEN, EHCP
- Sixth Form
- Sound knowledge of the trips process

System Management

- Working in collaboration with Central Project Management team with strategic roll outs for any school system updates including but not limited to Attendance, ParentPay, Procurement and ensuring all Admin teams across the Trust complete their mandatory training and any follow up support is given or escalated.
- Supporting Arbor and Catering till system changeovers, ensuring a smooth communications process to school, staff, pupils and parents.
- Provide comprehensive audit tracking on all aspects of Admin and SPSO's to ensure compliance, efficiency and effectiveness.
- Complete regular SCR compliance tracker audits to ensure schools are keeping records updated in line with the safeguarding policy and procedures.
- Ensuring school website compliance, spot checks and audits in collaboration with the marketing team.
- Working with trust leaders and external stake holders to ensure projects and workflows are rolled out across the Trust. For example, the SEN process.

Additional Duties and Responsibilities

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

The post holder will respect the need for confidentiality at all times while performing this role.

The post holder must at all times carry out their responsibilities with due regard to Trust policy and arrangements for Health and Safety at Work.

All staff within The White Horse Trust will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

Safe Working Practices with Children

It is the responsibility of each employee to carry out their duties in line with The White Horse Trust's ethos and culture of safe working practices for adults working with children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

General Data Protection Regulations

The post holder is required to comply with GDPR regulations and to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Equality and Diversity

There is a requirement for the post holder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department. In fulfilling the requirements set out in this job description, the post holder will apply The White Horse Trust's commitment to equality by treating all employees fairly and without discrimination.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being processed. Any review will be carried out in consultation with the post holder before any changes are implemented.

Developed by:		Issue Date:	
Post Holder signature:		Signature Date:	

PERSON SPECIFICATION

Qualifications and Training	
Essential	Desirable
- English GCSE A-C (5+ equivalent) - Maths GCSE A-C (5+ equivalent) - Evidence of further CPD or relevant experience	- Degree level qualification - School Business Professional qualification - GDPR qualification
Skills and Experience	
Essential	Desirable
- Previous school office experience - Manage, motivate and leading a team - Ability to identify challenges and develop effective solutions	- Knowledge of school MIS systems or equivalent - Attention to detail - Adaptability - Experience of working in partnership / liaison with Trade Unions
Specialist Knowledge	
Essential	Desirable
- Working knowledge of legislation and best practice - A strong commitment to WHF values - A willingness to learn new systems	- Genuine interest in policies and procedures - Familiarity with funding mechanisms - Contract and Service Level Agreement knowledge
Personal Traits	
The successful candidate will:	
- Appreciate the differences between people regardless of ability or background and treat peoples' values, beliefs, cultures and lifestyles with respect and dignity at all times. - Understand the boundaries of appropriate behavior when working with children and young people and always act in a way that respects these boundaries. - Understand the principles of confidentiality and adhere to them in respect to the information available within the workplace. - Have values that align with the ethos and culture of The White Horse Trust.	