

# Wellspring Academy Trust

## Job Description

**Post Title:** Senior Administrator

**Department:** Administration

**Reporting to:** Principal / Administration Manager

**Salary:** SCP11

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### 1. PURPOSE OF JOB:

To supervise clerical, administrative and financial support to underpin teaching, learning and inform and support school management.

### 2. MAIN RESPONSIBILITIES:

Undertake budget preparation, ensure all financial transactions are correctly authorised, processed and recorded, monitor and report spending against approved allocation and advise on the financial implications of changes in policies and operational practices.

Identify, investigate and report any discrepancies or areas of concern to ensure that appropriate action is instigated and commitment is contained within financial targets.

Organise and participate in cash collection, financial transactions, ensure appropriate records are maintained and resolve anomalies to ensure all financial transactions are accounted for, balanced and recorded.

Design, develop and implement local manual and computerised management information systems, office practices, protocols and procedures to record, process, report information and complete returns.

Oversee and participate in preparation of complex documents, promotional materials, records, information, reports, returns and analysis to inform and support school management, report performance, comply with statutory obligations and inform financial decision making.

Check trip and visit venue availability, make booking, arrange transport, pay deposit, confirm final booking details, collect and record parental contribution, resolve related problems and make final payments.

Undertakes analysis of pupil attendance data against pre-determined criteria to identify patterns, trends, highlight progress and identify areas of concern. Contribute to developing a local improvement strategy and ensure the reason for absence has been identified, recorded and acted upon.

Assists in the recruitment and selection process, drafting advert, short listing, interviewing and selecting suitable candidates and participates in a structured induction programme for new staff.

Provides routine information related to recruitment, termination, conditions of service, general operational and service issues or refers to appropriate resources.

Plans work and supervises staff to ensure quality, performance standards and deadlines are achieved, and staff are motivated and developed.

Provide administrative support to Governing Body service committees and school support groups and a broad range of school management meetings to facilitate attendance and record decisions.

Determines stock policy for routine items, negotiates price volume and quality, authorise payment, resolves issues that arise to ensure that stock levels and resources are effectively managed within approved financial constraints.

Ensures that all pupils are registered with appropriate examination boards, arranges timetables and accommodation, receives, stores and issues examination papers in a secure manner, checks and dispatches completed scripts, circulates results and issues certificates.

Monitors children's and young people's general conduct and behaviour throughout the school and intervenes to resolve routine issues using appropriate techniques and skills to restore a safe and calm atmosphere conducive to learning and ensure the safety and wellbeing of pupils, staff and visitors.

For serious issues, where appropriated, advises children and young people of their responsibilities and the possible consequences of their actions. Engages immediate assistance from qualified colleagues and supports them to restore a safe and calm atmosphere conducive to learning and ensure the safety and wellbeing of pupils, staff and visitors.

For very serious incidents engages immediate assistance from senior colleagues or in extreme cases the emergency services to provide an appropriate response to restore a safe and calm atmosphere conducive to learning and ensure the safety and wellbeing of pupils, staff and visitors.

Undertake audits of behaviour and attendance to inform and support the development of positive behaviour policies throughout the school. To establish a safe and calm atmosphere conducive to learning and ensure the safety and wellbeing of pupils, staff and visitors.

### **3. SUPERVISION / MANAGEMENT OF PEOPLE**

The post holder will directly supervise up to five staff engaged in the full range of related school support.

### **4. CREATIVITY AND INNOVATION**

The post holder will work within general policy guidelines and good practice and be required to exercise judgement and innovation to achieve short and medium term goals, respond to changing priorities or unplanned circumstances within defined financial constraints.

The post holder will use judgement when planning work activities from a range of alternative options, deciding priorities, the order in which duties are undertaken and when to involve senior management.

Design, develop and implement local manual and computerised management information systems, office practices, protocols, procedures and promotional materials.

## **5. CONTACTS AND RELATIONSHIPS**

Staff to ensure that work is planned, targets, and objectives achieved, problems identified and resolved.

Contacts with pupils and parents in matters relating to educational records or non-routine enquiries.

School Management to identify priorities and objectives, plan work, advice on options and alternatives, report on financial and operational performance and highlight areas of concern.

The post will involve regular contact with all school staff to establish workload, timescales and priorities.

External service providers, utility providers and suppliers in relation to purchasing, delivery and payment and resolving problems that arise.

External child support staff and parents related to administration of educational and pastoral support for pupils and family units.

Finance staff to identify and resolve problems, ensure consistent, accurate, current reporting and compliance with financial regulations and commitment is contained within financial targets.

Governors and Council officers to ensure that business is competently administered and decisions correctly recorded and implemented.

Examination boards to ensure effective examination administration, compliance with regulations and resolve any significant issues that arise.

## **6. DECISIONS**

**Discretion** – Decisions will be within policy and good practice. The post holder will be required to use judgement and initiative to resolve problems that arise where the solution will be determined from a range of options to achieve targets and deadlines. Advice, information and guidance will only be sought on major issues or serious matters of concern.

**Consequences** – The majority of consequences would usually be readily identified. However some of the decisions could impact on the medium term effectiveness of the support function and school.

## **7. RESOURCES**

The post holder would have supervisory responsibility for collection of cash, purchases and Imprest Account transactions of less than £2,500 per day.

## 8. WORK ENVIRONMENT

Divided into 4 sub-categories as follows:-

**Work Demands** – Able to choose between a range of known options and alternatives to achieve financial, objectives and deadlines. Post holder will be subject to regular interruptions that will influence changing priorities and deadlines.

**Physical Demands** – The work requires normal physical effort.

**Working Conditions** – The post holder will normally work in an office but may occasionally be required to visit locations throughout the school.

**Work Context** – The job requires occasional direct contact with pupils, parents and a wide range of visitors to the school.

## 9. KNOWLEDGE AND SKILLS

Good understanding of the Budgeting and Financial Management process within the school and an awareness of the council's processes.

Ability to organise, plan and manage the administrative support service to achieve objectives and targets within approved financial constraints.

Ability to design, develop and implement effective management information systems, office practices, protocols and procedures.

Understanding of the issues and initiatives related to monitoring, recording, reporting and improving pupil attendance.

Ability to recruit, develop and supervise up to 5 general support staff.

Understanding of the role, responsibilities, delegations and reporting requirements of the Governing Body, Service Committees and school support groups.

Understanding of the effective use of a broad range of ICT to provide management, finance and administration solutions within the school.

Good understanding of the procurement process.

Ability to facilitate the pupil review process.

Broad understanding of the Examination Board assessment regulatory requirements, procedures, protocols and practices related to all aspects of examination administration.

Good literacy, numeracy, communication, inter-personal and negotiating skills.

Ability to represent and celebrate the values, culture and ethos of the school.

A basic understanding of HR issues relating to recruitment, selection and conditions of service.

### **Standard Duties in all Trust Job Description**

- Show a commitment to diversity, equal opportunities and anti-discriminatory practices
- Show a commitment to ensuring that children and young people learn in a safe environment
- Participate in relevant and appropriate training and development as required.

### **Method of Working**

Wellspring Academy Trust expects all staff to work effectively and cooperatively as part of a team, delivering high quality support. This requires dealing with people politely and tactfully, and in accordance with Trust guidelines, policies and procedures. Wellspring team members are expected to respect confidentiality and safeguarding practices at all times.

### **Public Relations**

Considerable importance is attached to the public relations aspect of our work. Members of the team must project a positive image of the Trust at all times and through all activity.

### **DBS Certificate**

Wellspring Academy Trust takes its duty to safeguard the young people with which it works seriously.

All Wellspring team members are required to undertake a Disclosure and Barring Service (DBS) check.

## Wellspring Academy Trust

### Person Specification - Administration Officer (SCP 11)

		Essential / Desirable	How Identified
Section	Information		
<b>Education and Training</b>			
	Excellent numeracy / literacy /ICT skills (IT skills including spreadsheets, databases, Information Management Systems)	<b>E</b>	<b>A</b>
	Minimum of 3 GCSE or equivalent Level 2 qualification including Maths and English.	<b>D</b>	<b>A</b>
	Basic First Aid Certificate	<b>D</b>	<b>A</b>
<b>Experience</b>			
	Relevant policies, codes of practice and legislation including safeguarding and attendance linked to education	<b>D</b>	<b>A/I</b>
	Employee supervision	<b>D</b>	<b>A/I</b>
	Understanding of school governance issues/financial delegations	<b>D</b>	<b>A/I</b>
	Human Resource management	<b>D</b>	<b>A/I</b>
	Experience of working in an office environment (preferably school) with a wide range of administrative functions	<b>E</b>	<b>A/I</b>
	Knowledge of or willing to learn PSF Financials system.	<b>E</b>	<b>A/I</b>
<b>Skills and Abilities</b>			
	Accurate keyboard skills and excellent working knowledge of Microsoft Office applications	<b>E</b>	<b>A/I/T</b>
	Able to communicate effectively and accurately, verbally, in writing, on the telephone and face to face	<b>E</b>	<b>A/I/T</b>
	Ability to lead, motivate and performance manage employees	<b>E</b>	<b>A/I/T</b>
	Ability to make sound judgements in relation to 'best value' practice	<b>E</b>	<b>A/I/T</b>
	Ability to complete work to the required standards, accuracy and presentation	<b>E</b>	<b>A/I/T</b>
	Ability to maintain confidentiality	<b>E</b>	<b>A/I/T</b>
	Ability to organise and prioritise work, use own initiative and work as part of a team	<b>E</b>	<b>A/I/T</b>
	Customer orientated	<b>E</b>	<b>A/I/T</b>



WELLSPRING

We Make A Difference

	Able to solve problems and create innovative solutions.	E	A/I/T
	Ability to work methodically, managing a heavy and challenging workload, prioritising work to meet tight deadlines.	E	A/I/T
	Deal sensitively with people and resolve conflicts	E	A/I/T
	Ability to follow instructions and comply with appropriate policies and procedures	E	A/I/T
	Ability to operate in a challenging environment	E	A/I/T
<b>Additional Requirements</b>			
	Operate with the highest standards of personal/professional conduct and integrity	E	A/I
	Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust.	E	A/I
	Willing to undertake training and continuous professional development in connection with the post.	E	A/I
	Work in accordance with the Trust's values and behaviours.	E	A/I
	Able to undertake any travel in connection with the post.	E	A/I
	Able to demonstrate sound understanding of equality/diversity in the workplace and services provided especially in the access to delivery of the education of pupils and of own non-discriminatory practice and attitude	E	A/I
	Satisfactory DBS disclosure to work in an environment dealing with young people	E	A/I
	Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults	E	A/I
	A commitment to safeguarding and promoting welfare for all	E	A/I