

**ROBERT
BLAIR
SCHOOL**
& Childrens Centre



Position:	Senior Administration Officer
Salary Grade:	SO1
Actual Salary:	£34,157.26 - £35,242.65 – depending on experience
Contract:	Term time plus 2 weeks
Start:	As soon as possible
Reporting to:	Headteacher and School Business Manager

We are seeking an experienced administrator with a high level of IT knowledge and experience who is ready to join our dynamic creative school. You will have excellent customer service skills and will be responsible for an effective and efficient, confidential administrative support for the school in addition to providing general administrative support to the Headteacher and SLT.

The post-holder is required to be flexible in their approach to work, with a positive attitude and will be expected to cover for colleagues when necessary.

Duties and responsibilities will include, but are not limited to, those outlined in the job description. This may be modified by the Headteacher to reflect or anticipate changes in the job, commensurate with the salary and job title.

We can offer you the opportunity to

- ✦ be part of a warm & dynamic one form entry school, committed to the wellbeing of the whole school community
- ✦ work within an environment committed to developing leaders at all levels
- ✦ join a passionate solution focused school who are outward facing in driving community links
- ✦ join a culture, which is unapologetic in striving to achieve a shared vision
- ✦ work collaboratively with a range of other schools, including CPD, through our forward thinking 'Maamulaha' schools' network. <http://www.maamulaha.co.uk/>
- ✦ work in an unbeatable location in in the heart of the vibrant 'Knowledge quarter' and the life science "corridor". A rapidly growing economic zone which puts knowledge, a collection of cultural, technological, creative and scientific industries right on the school's doorstep.

We strongly encourage you to visit the school, please call to book a visit on 0207 607 4115.

Closing date: Friday 5th July 2024 – midnight
Interviews: Wednesday 10th July 2024

Robert Blair is committed to the safeguarding the welfare of young people and expects all staff and volunteers to share this commitment. All appointments are subject to DBS checks and excellent references. This post falls under the requirements of the Childcare (Disqualification) 2009 Regulations. The successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.

SENIOR ADMIN OFFICER - JOB DESCRIPTION

Main Responsibilities

Administrative

1. To ensure the first point-of-contact for all visitors is welcoming, providing information and/or referring them to the appropriate member of staff in an efficient and professional manner
 2. To lead and manage the administrative structure and members of administrative Support team in the school office
 3. To ensure digital processing skills for the production of letters/reports, publicity materials and communication as required in connection with the duties of the post are managed successfully, efficiently and effectively
 4. To provide, with the support of administration staff, general clerical/administrative duties including; bulk photocopying, filing, data entry, record-keeping, maintaining diaries, receipt & distribution of post/orders digital communication forums, etc.
 5. Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
 6. Provide personal, administrative and organisational support to other staff
 7. To distribute correspondence for and on behalf of the provision
 8. To answer/respond to communications in a friendly, professional and efficient manner, record and pass on messages as appropriate, dealing with general enquiries, and passing on messages accurately, as required
 9. To use computer packages provided (including FMS and ARBOR) for the input of data and extraction of information
 10. Support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law.
 11. To oversee and organise management of admissions procedures in line with the local authority criteria, maintain waiting lists and allocate spaces accordingly in line with the schools' admissions policy e.g. Casual in-year Admissions, Reception in-take and Secondary Transfer
 12. Updating admissions and registration details including bespoke early years systems
 13. Manage the induction process for new children and their families
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14. Assist in the organisation of school trips/events in cooperation with other staff. To ensure that staff and external providers (e.g. sites & coach companies) have completed all risk assessments.

Financial

15. To be responsible to the SBM for the carrying out of the ordering process including ensuring authorisation and entering onto FMS before ordering
16. To ensure all deliveries are correctly reconciled and in good condition before distribution
17. Collate all order forms and delivery notes, to ensure invoices have all relevant supporting information
18. Support with processing invoices and cheque runs/bacs as required
19. Be responsible for collection and reconciliation of fees
20. To manage payments and arrears in a timely manner to reconciliation

Pupil Data

21. To be responsible for the completion and submission of complex forms and returns including those to external agencies including the LA and the DfE

Human Resources

22. Manage the administration of recruitment including advertising of vacancies, ensuring all associated administration is carried out e.g. organising interview and task schedule, arranging panel members, refreshments etc, collating documentation, medical clearance, DBS checks as required.
23. Monitor and record staff sickness absence and report concerns (e.g. trigger points hit, reasons for absence etc) to the Business Manager

Marketing

24. Produce marketing and promotional materials to support and promote events and school liaison activity e.g. prospectuses, brochures, advertisements, termly newsletters with suitable professional photographs and other materials as appropriate/agreed
 25. Create material and lead on the management of the school's web presence and increase usage of the website.
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26. Liaise and co-ordinate with colleagues to ensure that display materials across the schools are current, relevant and consistently comply with brand guidelines.

Other

27. To respond to queries and requests from families of children where they affect the administration of Robert Blair School.
 28. To respond to the administrative needs of Robert Blair School flexibly, taking into account the current demand of the role and needs of the provision
 29. To provide advice and guidance to staff, pupils and others on administration systems and events that take place in school.
 30. To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder
 31. To act as Lead First Aider for the school and ensuring records are kept, recorded and reported in line with the School's First Aid Policy
 32. Assist with marketing and promoting the school
 33. Assist Premises Manager with maintaining Asset Register and allocating of school technology to school staff e.g. laptops, iPad, Cameras etc
 34. Ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation
 35. To carry out other minor and/or non-recurring duties, appropriate to the post as may be directed
 36. To ensure that all duties are performed in accordance with the Council's financial regulations
 37. Carry out duties and responsibilities in accordance with Robert Blair School's Health and Safety Policy and relevant Health and Safety legislation
 38. At all times carrying out responsibilities/duties within the framework of Robert Blair School's Equal Opportunities Policy
 39. To promote the safeguarding of children including monitoring and controlling access in and out of the provision
 40. To undertake other administrative duties as required by the provision
 41. To be professional in dress and manner at all times.
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SENIOR ADMIN OFFICER - PERSON SPECIFICATION

Education and Experience

- E1. Equivalent of NVQ Level 2 qualification, including Maths and English
- E2. At least two years proven administrative or clerical experience

- D1. A degree or equivalent higher education qualification
- D2. A current First Aid qualification

Skills, Knowledge and Abilities

- E3. Excellent written and oral communication skills
 - E4. Excellent IT skills and an openness to learn and assimilate unfamiliar software packages
 - E5. Ability to work under pressure, meet tight deadlines and prioritise effectively
 - E6. Ability to present information (data and text) in a variety of formats using word processors, spreadsheets, E-mail and the internet
 - E7. Experience of managing and working collaboratively as part of a team
 - E8. A customer orientated mindset to support in delivering against Robert Blair School's high standards in customer care, quality of provision and organisational objectives
 - E9. The ability to work within set procedures and to maintain confidentiality
 - E10. Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school
 - E11. Ability to form and maintain appropriate relationships, professional and personal boundaries with children, young people and families
 - E12. Ability to deliver a service within the framework of Robert Blair School's Equal Opportunities Policy
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