



Job Description

JOB TITLE	Senior Admin Officer
JOB FAMILY	Office Admin
PHASE	Secondary
REPORTING TO	Principal's PA

Job Purpose

To support the organisation and efficient execution of the school office activities.

To provide clerical, departmental and administrative functions for the school under the direction or instruction of senior staff.

Duties and Responsibilities

- Provide administrative and organisational services to various departments in the school such as attendance, SEN, AEN and pastoral.
- Regularly minuting meetings including parent meetings, school operations meetings (covering events etc.), curriculum lead meetings and others as directed by the Principal's PA.
- Amending/updating school website as required and directed by Principal's PA/SLT.
- To research and create orders of educational resources under the direction of teaching staff for curriculum areas to support best value for money.
- To assist with receiving deliveries of stock, checking against delivery notes and informing intended recipients of any shortages, damage etc.
- To maintain stocks of stationery and office supplies and oversee stocktaking, ordering supplies from the Academy's admin budget as appropriate.
- Monitoring photocopiers and ordering supplies as required.
- Sending ParentMail (and other) communications as required.
- Assisting with promoting the school e.g. via various media.
- Assisting with promotional material to raise the school profile.
- Provide welfare support to the pupils of the school, including undertaking first aid duties (depending on training).
- Educational Visits Co-ordinator admin – to co-ordinate (with the SLT Educational Visits Co-ordinator) preparation for school visits with paperwork, letters to parents and collection of payment, ordering of coaches or other transport, liaising with suppliers as necessary, ensuring registers are taken and first aid supplies provided.
- To provide training, support and guidance to the Academy Receptionist, including regularly demonstrating tasks and procedures.
- To arrange events throughout the year, liaising with various departments and other operational staff.



- To direct the Receptionist to provide administrative support around events and trips, including parental communications, face-to-face queries, arranging refreshments.
- Covering the Academy Reception where needed, assisting parents and helping with any queries, directing to the appropriate person where necessary.
- Being able to fulfil other admin requirements according to the needs of a growing academy.
- To cover for the Principal's PA in their absence.
- **Responsibility for the compilation and upkeep of student individual health care plans.**
- **Responsibility for the compilation, production and distribution of the "Week Ahead".**
- Any other duties commensurate with the post.

Generic Duties relevant to all members of Staff

The Trust

- The ethos of our Trust is "Transforming Life Chances". All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".
- You will be based at Goodwin Academy. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.



Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

Equal Opportunities

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and professional relationships.

Data Protection

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.



The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of a Senior Admin Officer.

Name:

Signed:

Date: