



ADMINISTRATIVE POST JOB DESCRIPTION

Name of post holder –

Title of post – **Lead Administrator**

Salary scale – 5

Point on scale **SCP 13-17**

Contracted working weeks – Term time plus 2 weeks

Hours per week - 37

Daily working hours – 8am – 4pm

Lunch break arrangements - 30 minutes (to be arranged on rota for staff cover)

Key areas of responsibility

- Headteachers PA
- Management of MIS system including updating and running of census
- Staff attendance admin, including stage 1 & 2 meeting and note taking
- Arranging staff cover
- New pupil starter and in-year transfer
- Health and Safety lead, including first aid, training, business continuity
- GDPR lead person
- Website and policy update management
- Gross payroll approval
- To support the Headteacher in managing workload, commitments, paperwork and communications within Wrekin View and to prioritise and filter information

- To ensure that the Senior Leadership Team is fully supported at all levels
- To support the Headteacher/Operations Manager in preparing, reviewing and evaluating policies and other school documents
- To attend Leadership Team meetings, as appropriate, and to respond to key issues that require further action
- To support the Headteacher in preparing bids, presentations and documentation to promote Wrekin View locally and nationally
- To support the Headteacher in preparing agendas and papers for the Federated Governing Body and to liaise with the Governor's section at BT&W
- To support Governors to undertake their duties effectively by ensuring good lines of communication
- To be responsible for election processes and procedures of new Parent Governors
- To work with the Headteacher on all HR issues relating to staff employment - DBS checks, maintain management of the SCR system, interview and appointment process and to liaise with the School Operation Manager/HR officer over salary changes
- To liaise with the Local Authority to ensure that contracts of employment and payment procedures are in place for all staff
- To support the Senior Leadership Team in all matters of the strictest confidentiality
- To overview and support the work of staff in the Administration Team ensuring all aspects of administration are well organised and run efficiently. The lead Administrator will work closely with the Headteacher
- Work with the Headteacher to ensure that clear systems are established for ways of working and that administrative staff are sure about their duties and responsibilities
- Ensure that administrative systems are flexible and that staff can cover for the absence of a colleague
- Support the Headteacher to oversee the Performance Management process for support staff and to link that to training to support career development and progression
- To manage resources to support the work of the administrative team, maintaining an overview of the budget
- To play a key role in organising key events for the school eg Open Evening, Staff Conferences, etc. Ensuring that events run smoothly and reflect the work of the school positively within the community. This will involve the effective deployment of others

General administrative duties

- To ensure that good and effective communications are operating throughout the campus
- To work with other staff and technicians to keep the website and OLE up to date
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Develop constructive relationships and communicate with other agencies/professionals

Knowledge and Skills

- Share expertise and skills with others
- Use skills and knowledge to design and refine systems and ways of working to ensure maximum efficiency for the school.
- Demonstrate the ability to be reflective of personal practice
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others

To undertake any reasonable tasks commensurate with the title and grade of post held

Line manager (also responsible for performance management)

Headteacher

Review arrangements

This document will be reviewed following end of year Performance Management reviews and in conjunction the arrangements stated in the campus policy. However, either party may raise issues at any time that is appropriate.

Signed..... (Post holder)

Signed.....Principal

Date.....

An electronic copy of this document will be kept with your personnel records.