



Senior Administrator

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description. The post is subject to enhanced DBS clearance.

Job title	Senior Administrator
Reporting to	Headteacher
Job purpose	<ul style="list-style-type: none">To support and manage the administrative Academy team to ensure a customer focused, compliant and efficient service for senior leaders, staff, students, Governors and parents.
Salary	Band 3 - £19,171 - £20,344
Specific areas of responsibility and key duties:	
Administrative	<ul style="list-style-type: none">To oversee and manage the administrative function, including ensuring reception, mail, reports, records, registers, mail systems, school trip student records, cash handling, note taking and other processes to ensure that they are robust and efficient.Full responsibility for processing of purchase orders and ensuring goods are being appropriately purchased on behalf of the academy, unsuitable goods are returned, preparing cash and cheques for banking and reconciling the amount banked to the payment registers.To administer and manage registers for dinner money, school trip payments and other school based fundraising activity.Administration of automated parent payment system and parent e-mail system.To prepare and administer cash and cheques for banking, reconciling the amount banked to the payment registers.To undertake administration for posts eg. placing adverts, compiling and sending out packs, invites for interview, DBS and other pre-employment checks.



	<ul style="list-style-type: none">• To approve and monitor overtime / casual claims as appropriate, liaising with central team.• To administer cover with agencies for both planned and unplanned absences.• To answer, manage and direct telephone calls to school efficiently• To receive visitors ensuring they are aware of all H&S and safeguarding procedures.• To deal with challenging callers and visitors
Premises & H&S	<ul style="list-style-type: none">• To liaise with contractors during day in the absence of premises officer, ensuring compliant with H&S and safeguarding• To deal with H&S issues that may arise during day in absence of premises officer, undertake risk assessments and make hazards safe• To assist with locking/unlocking of school gates in absence of premises officer
Pupil/Pastoral Care	<ul style="list-style-type: none">• To assist with care of sick children (in the absence of Administrator/Admin Assistant), contact parents and supervising children until they are collected• To hold and administer medication for children as required
Schools Admissions	<p><i>To oversee and provide support to the School Admissions Administrator with the following:</i></p> <ul style="list-style-type: none">• Process applications, both new intake and in-year transfers and input onto the database ensuring all relevant paperwork is in place, prompting parents for additional information where necessary.• To be the lead contact for liaising with parents via telephone, email and face to face to explain and assist with admissions processes and procedures.• Present all applications to the Governors to facilitate easy categorisation and attend the admissions committee meetings providing advice and guidance to Governors.• Rank applications for new intake and submit to the LA by the required deadline to ensure they can make offers by National Offer Day and liaise



	<p>with the LA regarding offered and declines of offered for in-year applications.</p> <ul style="list-style-type: none">• To be responsible for ensuring acceptances/declines of offers are received by parents promptly and ensuring that the roll number of 166 definite acceptances are in place swiftly.• To take an active role in the preparation of the transition process including providing parents with the necessary information, attending the School Open Evening and the New Intake Information Evening assisting parents with queries, communicating with primary schools regarding the transition for Year 6 children to Year 7 and liaising with the Year 7 Progress Leader to consider improvements and changes to processes.• Ensure parents provide adequate information about new students and loading this information onto the school's database.• Full responsibility for maintaining waiting lists.• Liaise with parents regarding the appeal process when required and compile necessary documentation for appeals and provide this to The Appeals Service as the need arises, briefing the Head teacher with up to date information for upcoming appeals.• Maintain accurate records of appeals heard and provide this information as required to ensure that the correct funding is received.
<p>Student Attendance</p>	<p><i>To oversee and provide support to the School Attendance Administrator with the following:</i></p> <ul style="list-style-type: none">• Check registers for absentees and make first day response calls, ensuring records of all telephone calls made to parents/carers are kept.• Input and accurately record any paper attendance registers into the School's computerised system.• Chase up on notes for absentees and send letters home for unexplained absences.• Record and maintain details of all absence requests, ensure forms completed correctly, return acceptance slip to parents and record marks accordingly.• Detect trends and patterns of absence (are particular lessons being missed, or certain days) and take appropriate action.



	<ul style="list-style-type: none"> • Meet with the Education Welfare Officer providing official registers and registration certificates to check and agree action. • Print off full registers on a daily basis and update with details of pupils signing out of school. • Provide % attendance reports for school leaders on a weekly and basis and provide an analysis of pupil attendance and lateness on request. • Ensure attendance registers are completed efficiently for each session. • Be aware of school events, e.g. sports activities, off-site visits etc and mark the register accordingly. • Challenge parents/students on reasons for lateness and absenteeism. • Maintain confidentiality concerning the student and/or family with all persons other than authorised persons or agencies.
<p>Single Central Record</p>	<ul style="list-style-type: none"> • To monitor, maintain and evidence the academy single central record data for all staff, volunteers, directors, governors, agency staff and visitors with regular contact with young people, including Disclosure Barring Service (DBS), prohibition/qualifications/right to work checks and restrictions placed on teachers from the European Economic Areas (EEA).
<p>Complaints</p>	<ul style="list-style-type: none"> • To coordinate, sign post and administer all type of complaints to ensure a timely outcome.
<p>Data Protection</p>	<ul style="list-style-type: none"> • To prepare and administer academies risk register, parental consent notices by ensuring that accurate data records comply with the General Data Protection Regulations (GDPR) accountability principles by confirming effective policies, procedures and privacy notices are in place and the academy is compliant. • To be the Academy Data Protection Officer.
<p>After School Clubs</p>	<ul style="list-style-type: none"> • To coordinate the large range of after school clubs, monitoring bookings/payments, ensuring risk assessments are in place and monitored and safeguarding procedures fully compliant. • To promote the after-school clubs to maximise pupil attendance/engagement and ensure viability.



	<ul style="list-style-type: none">• Full responsibility for co-ordinating bookings for Extended Activities Breakfast Club and After School Club, provide registers and recording of attendance, processing of cash, cheque and child care voucher payments onto Tucasi system• Monitoring of pupil accounts to ensure prompt payments made and providing pupil account reports when applicable to prevent bad debt• To bank cash, cheques in a timely manner providing banking reports to reconcile amount banked• Liaise with BC and ASC Co-ordinators and pupils/parents to ensure smooth delivery of this service.
School Minibus and Transport Account	<ul style="list-style-type: none">• To ensure that the school mini-buses are appropriately maintained and school transport accounts are monitored and reported to Governors effectively.• To assist with co-ordination and administration of three school mini-buses and management of school drivers• To check and monitor vehicle mileage and fuel receipts match in a timely manner.• To ensure parents pay in a timely manner for this service issuing appropriate bank mandate forms for processing of monthly direct debit payments in school transport account• Monitor and record payments made to Transport Fund Account, process cash and bank in timely manner• Provide register of pupils using this service to the Local Authority and make application for termly transport grant• Maintain annual Income and Expenditure Transport Reports including recording all driver salaries, fuel usage, additional vehicle costs etc to ensure cost effectiveness of this valuable service and provide reports to Head Teacher and Governors• To assist with and process any insurance claims
Music Tuition in School	<ul style="list-style-type: none">• Full responsibility for implementing Music Tuition Service in school, prepare letters, booking forms to parents and co-ordinating loan of musical equipment• Liaising with Lincolnshire Music Service making tutor time termly applications and issuing of invoices to parents, receive, monitor and



	<p>process payments, process mid-year adjustments forms to LMS and make online applications for low income family reimbursements,</p> <ul style="list-style-type: none">• To provide Tutors with pupil registers, music time requests and weekly timetables, monitoring tutor visits and recording non-delivery of music sessions and making adjustments to parental invoices accordingly• To promote the LMS to maximise pupil engagement and ensure viability
Pupil Premium	<ul style="list-style-type: none">• Full responsibility for processing applications to Data Exchange for low income families, liaising with Local Authority and advising parents of decision making• Compilation and maintenance of school class lists ensuring current information recorded for free school meal, Ever 6 and Service children and recording of same on pupil database• Recording and monitoring of PP income and spendage for each qualifying pupil, calculating individual pupil teaching and support staff costs, resources purchased, costing of extended activities attended per pupil and calculating expenditure of trips, events, music tuition, swimming etc• Providing above Costing Analysis Reports to Head Teacher and Governors, to ensure funding in spent in line with Government requirements
Data	<ul style="list-style-type: none">• To maintain the pupil database. To compile information and ensure it is current by making regular checks with parents/carers.• To be responsible for the running of all required Census's in school eg Main school census, workforce census and CES Catholic Census. Responsible for running, correcting and submitting the returns in a timely manner and liaising with the LA/EFA with any issues.• Management and recording of Phonics, Early Years, KSI and KS2 data to comply with Dfe deadlines, providing reports for teachers and uploading data onto relevant bodies.• To assist with year end procedures, importing admissions, extracting leavers, moving of pupils into different classes and providing reports and class registers for teacher.• To support the enablement and implementation of cashless processes and systems.



	<ul style="list-style-type: none">• To ensure that academy staff and/or pupil data is available for the Headteacher, managers, Governors, central team, DfE and EFA.• To maximise the use of IT solutions and systems to ensure the administrative service is adding value.
Line management & HR	<ul style="list-style-type: none">• Processing of additional hour salary claims and providing reports• Recording and monitoring of staff sickness• Line management of other administrative staff plus involvement with the organisation of MSA's and mini bus drivers
Additional Duties	<ul style="list-style-type: none">• Perform any task or duty under the reasonable direction of the Headteacher and other managers.



Person Specification

	ESSENTIAL	DESIRABLE
Training and Qualifications	<ul style="list-style-type: none"> • Level 3 qualification in business administration or equivalent experience • Five GCSEs including a minimum of GCSE (or equivalent) grade C in maths and English • Evidence of commitment to continuing professional and personal development • Willingness to undertake up to Level 5 qualification and up to date training to provide advice and support to the Academy on compliance issues, such as GTPR, lean systems/processes 	
Experience	<ul style="list-style-type: none"> • Experience of working in a senior level admin/operational role for a minimum of 5 years 	<ul style="list-style-type: none"> • Experience of IT and administrative systems in the education sector • Experience of school admissions and safeguarding
Professional Knowledge and Skills	<ul style="list-style-type: none"> • A commitment to continual professional development • Excellent ICT skills • Excellent verbal and written communication skills • Excellent planning, organisation and negotiation skills 	<ul style="list-style-type: none"> • Knowledge of school administrative/operational systems
Personal Attributes	<ul style="list-style-type: none"> • Willingness to support Catholic life in schools • Professional, friendly and approachable and able to relate well to staff, students and visitors • Excellent telephone manner • Able to adapt to changing circumstances and new ideas • Attention to detail • Can-do attitude and solution focused approach • Ability to be respectful and 	



	promote equality of opportunity and diversity	
Safeguarding	<ul style="list-style-type: none">• Understanding of responsibilities of the Trust and schools in ensuring compliance with all relevant legislation	