

JOB DESCRIPTION

JD no. 37

Job Details

Post Title	Senior Administrator
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Responsible to	Line Manager
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Purpose of job

To manage an administrative function within the school.

Responsibilities

1. Plan, develop, organise and monitor support systems and procedures.
2. Provide support, advice and guidance on administrative issues to admin colleagues, senior staff and others. Respond to support requests in a timely manner through effective prioritisation of workload.
3. Undertake analysis and interpretation of complex data, and produce detailed reports.
4. Contribute to the development of administration policies.
5. Liaise with parents/carers, pupils, other staff and external agencies in a professional manner.
6. Responsible for organisation of meetings, visits and events. Take accurate notes where meetings may be of a confidential/sensitive nature.
7. Produce and respond to correspondence. Responsible for completion and submission of forms and templates, returns etc.
8. Develop and maintain recording and information systems, including personnel information.
9. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
10. To undertake any other duties, commensurate with the level of the post, as may be required from time to time.

Individuals in this role may also undertake some of the following:

1. Operates school information management systems.
2. Manage/supervise administrative staff, allocating work on a regular basis.
3. Contribute to the marketing and promotion of the school
4. Monitor service contracts, licenses and insurance

Assessment and Reporting

- Standard of work will be assessed by the Line Manager and as such the Senior Administrator will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

Student Care Role

- The Senior Administrator will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

Training and Development

- Training and development will be given to ensure that the Senior Administrator is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

Communication

The Senior Administrator will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

Discipline, health and safety

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

Hours of work

- The Senior Administrator is employed for 37 per week 41 weeks.

Collegiate responsibility

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy

Performance Management

The Senior Administrator will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

Appraisal

The Senior Administrator will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

Role Review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.