

Job Profile Whole School Administrator

Date established: November 25

Grade: 5 (FTE £28,142) - Term time only (38 weeks) plus 5 INSET Days, Monday to Friday, 35 hours per week

Core Purpose:

- To provide effective and high quality administration support to leaders across the Altus School
- To provide efficient administration support to the SEND and safeguarding teams across the Altus School
- To provide administration cover, as needed, in centres when staff are absent
- To support the induction and ongoing training of centre administrators across the school

Main duties and responsibilities include:

- Undertake administration tasks for the senior leadership team, using a range of Microsoft programmes and management information systems as required
- Liaise with staff, external agencies or professionals to organise meetings as required
- Organise meetings, prepare documentation, produce minutes from SEND and safeguarding meetings and reviews, to ensure all records are kept up to date and accurate,
- Work alongside the SEND team to update the SEND Information Report and relevant sections on the school website
- Update school policies in line with the whole school template, updating the website, school Hub and sharing with all staff and the management committee as appropriate
- Produce and keep updated the school calendar updated, informing and communicating with all stakeholders
- To monitor the school admin inbox, forwarding to appropriate staff and responding as requested by leaders
- Work with staff across the school to produce the school newsletter
- Provide on the job training for centre administrators in various aspects of school admin processes and the use of Microsoft packages

When necessary, undertake reception duties including answering the telephone, dealing with face-to-face enquiries and acting as the first point of contact for visitors to the school

Promote the welfare of children and young people at all times and ensure safeguarding policies and procedures are followed

To undertake any other duties as necessary which are commensurate with the responsibilities and salary of the post to ensure the smooth running of the school

Special Conditions

- This post is term time plus Inset days (39 weeks)
- The post-holder will be allocated a base of work and will be reimbursed for mileage when asked to carry out work duties at other within the Altus School; As the postholder may be required to work across centres, an ability and willingness to drive is necessary
- The position is subject to an enhanced Disclosure and Barring Service Enhanced check, and you will be asked to apply for a disclosure certificate if you are offered the position.
- All data and information must be treated as confidential

Criteria	Essential	Desirable
Education		
Level 2 Literacy and Numeracy qualification	E	
Level 3 qualification		D
Administration or business office qualification		D
Knowledge and skills		
Knowledge of and skilled use of Microsoft packages	E	
Ability to be able to work under pressure, meet deadlines, demonstrating flexibility and ability to embrace change	E	
Ability to develop good professional working relationships with staff, students, parents and external professionals	E	
Knowledge and understanding of the SEND Code of Practice		D
Ability to be able to work under pressure, meet deadlines, demonstrating flexibility and ability to embrace change	E	
Can work independently, unsupervised and manage time efficiently	E	
Can work collaboratively as part of a team	E	
Ability to take responsibility, work autonomously within agreed boundaries and expectations	E	
Experience		
Experience of working in a school environment		D
Experience of working in an office or business environment, using a range of Microsoft and other packages	E	
Experience of working with vulnerable groups, including SEND students or those with behaviours that challenge		D
Safeguarding		
Demonstrate a clear understanding of roles and responsibilities of duty of care and safeguarding	E	
Demonstrate a clear understanding of roles and responsibilities with regard to safe working practices	E	
Have a proven record of meeting professional standards and being an outstanding role model at all times	E	
Safeguarding and Child Protection training		D
Other		
Driving license and willingness to travel	E	