

The Sisters of the Sacred Hearts of Jesus and Mary

Care Philosophy

The underlying principle which fashions the philosophy of care at any place run by the Sisters of the Sacred Hearts of Jesus and Mary is a Christian one. Our aim is to promote a positive, caring environment which focuses upon and addresses the needs of each person in our care or to whom we provide a service.



JOB PROFILE

Department	Administration
Job Title	School Administrator (Student Administration & Finance Support)
Reports To	School Operations Manager
Grade	Grade 5
Job Purpose	To work as part of the administration team supporting the school in achieving its vision and objectives by providing administrative support to the school and reception duties.

JOB DESCRIPTION

Student Administration

- Support in the organisation of student Annual Reviews, including scheduled meetings within required timeframes- this includes compilation of annual review documentation and related correspondence with internal and external stakeholders.
- Be responsible for administration related to Assessment (Progress) Reporting
- Be responsible for archiving the files, hard and electronic copies, of students who have left the school.
- Oversee the student registers am and pm on a daily basis to ensure it is accurate
- Follow up unexplained absence with parents and unclear marks with relevant staff, keeping the Inclusion Coordinator and Senior Leadership Team informed of any absence concerns
- Ensure Fire Registers are completed and available for any Fire Drills or evacuation procedures.
- As part of the administration team, update SIMS with new student information which may include requesting information from previous schools and ensuring application information is complete and saved and maintain admission paperwork electronically on the school network.
- Ensure student data is correctly maintained in SIMS, including such things as preferred names, contacts' status etc. in conjunction with the wider admin team.
- Be the point of contact for Local Authorities, parents and the school regarding student transport arrangements/queries including confirming mileage requests and term dates.



Financial Administration

- Be responsible for placing all orders including stationery and school uniforms ensuring all orders are authorised as per the school's Scheme of Delegation and that best value is achieved at all times.
- Ensure all delivery notes and invoices are collated and passed to the Finance Team for processing.
- Check and authorise timesheets for supply staff and match to invoice.
- Provide administrative support to the Finance department uploading invoices to the financial management system.
- In consultation with the Finance Manager/ Officer, input student lunches and associated administration related to Parent Pay

Other Associated Tasks

- Undertake general office duties as assigned by the Executive Administration Officer and School Operations Manager including supporting/covering the other administrator if required with specific tasks.
- Carry out any administration tasks as requested by any member of the Senior Leadership Team including presentations, newsletters etc.
- Work with the Senior Leadership Team and PBS Lead, to ensure class files are up to date and distributed prior to the start of new academic year.
- Provide administration support for school events such as parents evenings, Christmas performances.
- Carry out filing, printing and photocopying. Ensure the photocopier is ready to use at all times, with paper stock replenished when necessary.
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times.
- Ensure that confidentiality is observed at all times and abide by the data protection act.
- Ensure administration work environment is organised and tidy

Reception duties

- Assist with answering phone calls to the school and provide reception cover on a daily basis.
- Deal with telephone and face-to-face enquiries efficiently and in a professional and supportive manner.
- Seek support from other colleagues where necessary to respond to complex enquiries.
- Respond to messages promptly and accurately, passing on information to relevant staff members as necessary.

General

- Attend relevant training and take responsibility for your own professional development.
- Maintain a professional portfolio of evidence to support your Performance Management process.
- Make a positive contribution to the overall ethos, vision and aims of the school.
- Be aware of and comply with policies and procedures relating to child and vulnerable adult protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Undertake any other duties, commensurate with the post, to ensure the smooth operation of the responsibilities of the administration team as directed by the



Executive Administration Officer and School Operations Manager

Responsibility

- For undertaking the duties accurately and efficiently and prioritising own workload.
- For meeting all necessary deadlines set by managers, Senior Leaders and external agencies.
- For bringing matters to the attention of senior staff when necessary.

Decision Making

- Routine decisions regarding the organisation of own work.
- When it is necessary to refer matters to senior staff and when decisions can be taken within guidelines set.
- When matters are confidential or need to be dealt with sensitively- especially when child protection is involved

This job description is not necessarily an exhaustive list of duties but is intended to reflect the range of duties the post-holder will perform. The post holder will be expected to undertake other tasks commensurate with the general level and responsibility of the post as decided by the Principal and/or Governing Body in the context of the schools changing needs.

The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post holder.

Posts working with children and/or vulnerable adults will be subject to an enhanced DBS.

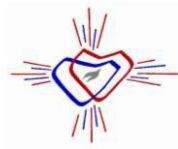
Pield Heath House School is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

We recognise the value and worth of those people who we work with and seek to uphold standards of the highest quality. This is to reinforce the dignity and respect of the individual in an atmosphere which is warm, caring, stimulating, accepting and free from all forms of prejudice and discrimination. This means a true partnership between the organisation, parents/carers and authorities or other stakeholders, which will promote the physical, intellectual, emotional and social development of our young people or others in our care, in order that they may achieve their full potential.

Postholder Name:

Signature:.....

Date:



Person Specification			
Criteria		Essential	Desirable
<u>Qualifications and Training</u>	Minimum of 5 GCSE's at grade C or above including English & Maths or equivalent.	✓	
<u>Knowledge and Experience</u>	Excellent knowledge of MS Office.	✓	
	Experience of working in an office/reception environment.	✓	
	Experience of working as part of a team.	✓	
	Knowledge of Sage.		✓
	Knowledge of Arbor MIS.	✓	
	Previous experience of working in a school office environment.		✓
<u>Skills and Abilities</u>	Excellent interpersonal and communication skills.	✓	
	Competent with ICT, including MS Office.	✓	
	Ability to present information in a clear, logical and concise format and be able to communicate this clearly both verbally and in writing.	✓	
	Ability to identify priorities quickly and accurately to ensure that deadlines are met.	✓	
	Ability to work with autonomy within set boundaries.	✓	
	Ability to work under pressure.	✓	
	Highly effective in organisation and planning.	✓	
<u>Personal Attributes</u>	Ability to promote a positive image of the school.	✓	
	Support a culture of mutual respect for each other and the environment.	✓	
	Good customer service / can do attitude.	✓	
	Ability to work collaboratively with a diverse range of professional colleagues.	✓	
	Excellent team player.	✓	
	Self-motivated and able to work unsupervised.	✓	
	Positive and flexible attitude to work	✓	
	Willing and quick to learn new skills and procedures.	✓	
	A commitment to equality and diversity.	✓	