Job Description
Administrator
Education

Job Title	*School Administrator*
Responsible to	*Head Teacher*
Responsible for	*N/A*
Key Internal Contacts	*Other staff within the Administration team*
	Staff in other departments within the Service
	Staff in other Services in the Region
	Central Office Staff
Key External Contacts	*Service User relatives, advocates and others*
	Placing Authorities and Service Providers
	Regulatory Authorities, Local services – statutory, voluntary and community, Neighbours,
	External Service providers

About OFG Education

At OFG Education, we believe every student deserves an education designed around who they are. Through high expectations, deep expertise and truly personalised education, we help students realise their potential and prepare for successful futures.

Building on more than 20 years of experience, we are bringing our approach to more students and communities around the world. Across the UK, Iberia and the Gulf, our schools combine the strength, expertise and high standards of an international education group with the individuality of each school and the communities they serve.

Whatever your role, joining OFG Education means contributing to our shared ambition: empowering every student to succeed through truly personalised education.

About Outcomes First Schools

Outcomes First Schools, proudly part of OFG Education, are ambitious for every student and committed to the highest standards in everything we do. We continuously evaluate and improve our practice, drawing on evidence, expertise and experience to ensure we deliver the best possible outcomes. We take responsibility for the quality and impact of our work, understanding that every decision has the power to shape the lives of students, families, colleagues and communities. By taking the time to listen, understand and make informed decisions, we create positive learning environments where students can thrive, achieve their potential and build successful futures.

About our School

Hillingdon Manor School is an independent specialist school for autistic students aged 11 to 19, with a capacity of 170 students across two sites in Hillingdon. We provide a personalised, autism-specific education through small class sizes, tailored learning pathways and a highly skilled multidisciplinary team. Our adapted curriculum is designed to meet the individual needs of every student, enabling them to develop the skills, confidence and independence needed to achieve their full potential in education and life.
Guided by our values of Ready, Respectful and Safe, we create a positive, supportive and inclusive environment where students can thrive. We are looking for passionate, resilient and dedicated professionals who share our commitment to making a meaningful difference to the lives of autistic young people and their families.

JOB PURPOSE

To provide a high quality comprehensive and confidential administrative support to the Service/Site as part of the Administration Team

KEY TASK AREAS & RESPONSIBILITIES

General

- To provide an effective, timely and confidential administration support to staff and managers as required
- To ensure that relevant records and documents are kept up to date and are stored securely and confidentially at all times
- To respond timely and with flexibility to urgent or last minute staff/service requirements as a service providing function of the Centre
- To support other members of the Administration Team with work that requires extra members of staff to complete the tasks
- Ensure awareness that the service operates to agreed budgets and contribute to keeping within these budgets as instructed
- Exercise vigilance in respect of Health and Safety and promptly report all hazards and/or remedy them where appropriate. Undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others
- Operate at all times in accordance with Company policies and procedures, with particular reference to
- Safeguarding, Adult/Child Protection, Complaints and Representations and Behaviour Policies
- Participate in training and take responsibility for personal development
- Participate in team meetings, supervisions and annual reviews in accordance with Company policy and the standards set by the Regulatory Body
- Work to promote the Centre as a valued, professional asset within its community and also to promote a culture that individuals and staff conduct themselves at all times in a manner that reinforces this image
- Ensure that all actions taken are in the interests of the Service Users and the Company

- To work to and exhibit the values of the Company and maintain standards of behaviour in accordance with Company policies, procedures and practices
- To carry out any other reasonable and relevant duties as required

Reception

- To handle incoming calls to the service, taking detailed and accurate messages and relaying them promptly to the appropriate person
- To welcome visitors in a professional and courteous manner and promptly ensure that the appropriate person is informed of their arrival, arranging refreshments as required
- To ensure that identification is seen and verified for all visitors to the site
- To maintain meeting room diaries and ensure that any facilities required for meetings are provided e.g.
- refreshments, flip chart, projector, screen
- To ensure that all post deliveries are forwarded to appropriate staff and that outgoing post is accurately weighed and stamped in readiness for posting at the end of the day
- To maintain the reception / office area so that it presents a tidy professional image of the service
- To take receipt of deliveries and distribute accordingly
- To manage and maintain the electronic door fob system

Financial

- Ensures that all expense requests are completed and approved in accordance with Company policy
- Ensure that all records are kept accurate and up to date for all financial transactions
- Coordinate and assist with purchase invoices and send to the Central Office finance department
- Maintenance of petty cash and associated register ensuring that weekly and monthly returns are accurate and balance
- Take responsibility for company credit cards and returns as required
- Purchase items, ensuring cost efficiency, in line with budgets and Company policies and procedures
- Prepare finance reports in support of the relevant manager
- Distribute money to staff and ensure that all financial transactions are recorded and administered in accordance with Company policies and procedures

PERSON SPECIFICATION

Experience	**Essential**	**Desirable**
Relevant experience within an administration role	✓	
Experience of working with young people/young adults with autistic spectrum disorders and/or challenging behaviour		✓
Experience of working within an education/residential setting		✓
Skills	**Essential**	**Desirable**
Good knowledge of administration practices and applications	✓	
Good knowledge of specialist area	✓	
Ability to work independently and as part of a team	✓	
Effective communication skills, verbal and written	✓	
Good IT skills	✓	
Good organisational and time management skills	✓	
Ability to draft correspondence including letters and memos for internal and external recipients	✓	
Ability to deal with complex and highly sensitive information	✓	
Qualifications & Training	**Essential**	**Desirable**
Willingness to work towards other relevant qualifications as required	✓	
Undertake relevant group induction training on commencement	✓	
Other	**Essential**	**Desirable**
Commitment to the values of the Organisation	✓	
Driving Licence		✓