

Westbourne School

JOB DESCRIPTION

JOB TITLE: Administrator

LOCATION: Westbourne School – Sutton in Ashfield

REPORTS TO: Business Manager and Exams Officer

JOB PURPOSE

To plan, organise and provide administrative support to the Headteacher and Senior Leadership Team in an efficient, effective and timely way and in compliance with the requirements of Outcomes First Group.

Responsibilities

- Set up and maintain a personal file for each staff member and ensure all relevant paperwork is added
- Maintaining SCR and supporting Compliance with DBS Update Service renewals
- Administrative contribution to Ofsted inspections
- All letters to parents/carers and Local Authorities
- Inputting of data for the annual DfE School Census
- Maintaining electronic personnel records/paper files and ensuring accurate absence recording
- Liaise with HR and Payroll when necessary
- Advise staff on the reviewing and updating of school policies
- Maintain accurate HR records and ensure accurate absence recording
- 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 them to the Central Office and 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
- Distribute debit cards to staff and ensure that all financial transactions are recorded and administered in accordance with Company policies and procedures
- And any other duties that is deemed appropriate.

Duties

- Maintain personnel and training records that comply with statutory requirements
- Provide word processing, administrative and clerical services in a professional and confidential manner to ensure correspondence is handled in a timely and appropriate manner and that good relations are maintained with parents, Local Authorities and other bodies
- Plan and support internal and external enquiries
- Co-ordinate and support responses to emails, letters, and telephone enquiries in a professional and sensitive manner
- Support and assist in the preparation of routine and monthly reports where necessary
- Liaise with Senior Leadership Team and Head of Department to support them in fulfilling their roles and ensure compliance with school procedures
- To liaise with all staff members in a supportive manner

Essential skills and competencies

- Must be experienced in Microsoft Word, Excel, Power Point and Outlook
- Excellent customer care skills
- Able to deal with complex enquiries, correspondence and reports good standard of presentation and interpersonal skills – able to act as a reliable and effective first point of contact
- Sound organisational and planning skills, with a flexible approach
- Able to provide accurate reports and maintain electronic and manual data systems
- Able to work well under pressure, meeting multiple deadlines

Desirable skills and competencies

- NVQ Level Two or equivalent in Business Administration or a minimum of three years in a busy office environment
- Experience of working within an educational setting

Personal characteristics

- Must be honest, trustworthy and reliable
- Able to satisfy pre-employment checks including a DBS check
- Empathetic to working with young people with special educational needs and their families and carers.