



# School Administrator

*with responsibility for organising staff absence cover*

Job Description & Person Specification

[www.celtrust.org](http://www.celtrust.org)



# Job Description

Reporting to:	PA to Headteacher
Key Contacts:	Leadership, Teachers, Support Staff, Students, Parents/Guardians, External Agencies
Location:	Based at Poltair School but there may be a requirement to travel to undertake work at or for other academies/sites within Cornwall Education Learning Trust.
Salary Grade:	G
Hours:	37 hours per week, 46.255 paid weeks (Term Time + 12 additional days) A flexible approach to working hours is required.

## **Principal Responsibilities:**

- ❖ To take a lead role in the daily running of the school, overseeing the school calendar and providing a professional and proactive service to staff, students and other external parties in the operational planning of school events and initiatives. To organise the daily cover for absent staff, including the booking of external agency staff, as required.

## **Main Duties and Responsibilities:**

### **Daily Operations and School Calendar**

- ❖ To maintain the whole school calendar, liaising with the Senior Leadership team for approval of calendar events and coordinating the organisation of upcoming events, to include, but not limited to: Parents' Evenings, Open Day and Evening, Welcome Days, Celebration Evenings, Immunisation Days, Staff Recruitment Interviews, Staff Induction.
- ❖ To implement effective procedures for the organisation of events and send reminders to staff for the completion of required tasks to ensure efficient operations.
- ❖ To complete all required administrative tasks to support daily operations, e.g. letters to parents, student consents, the set-up and monitoring of the booking system for parents' evenings.
- ❖ To act as the primary point of contact for whole school correspondence with parents using the InTouch school communication system.
- ❖ To produce timetables and schedules, including the coordination of staffing and room requirements, scheduling cover and room changes as required.
- ❖ To organise hospitality and catering, including collation of orders, as appropriate.

- ❖ To review and feedback on the success and effectiveness of events, making recommendations to the Senior Leadership team for future improvements.
- ❖ To oversee the school transport provision, liaising with the local authority, maintaining accurate records in school and dealing with any issues or queries as they arise.
- ❖ To support with the coordination of educational visits - to include the booking of venues and transport, communication to parents, and liaising with trip leaders to ensure that all required consent forms and risk assessments have been completed to enable trips to proceed.

### **Cover for Staff Absence**

- ❖ To schedule cover for absent staff, both for planned leave of absence and daily unexpected absence.
- ❖ To liaise with the designated member of the Senior Leadership team to obtain approval for requests for leave of absence before adding to the School Information Management System (SIMS) and scheduling the cover requirements.
- ❖ To produce a daily cover list to be shared with all staff by 8.30am.
- ❖ To coordinate the school's internal Cover Teachers, ensuring effective use of their timetabled availability for cover.
- ❖ To liaise with the Trust's preferred supply agencies to book temporary supply staff, when cover requirements cannot be met internally.
- ❖ To add supply bookings to SIMS and to ensure that the required vetting checks are confirmed before the start of the assignment, liaising with HR to ensure the agency staff are recorded on the school's Single Central Record.
- ❖ To maintain a diary of supply bookings to be able to approve timesheets and invoices.
- ❖ To produce cover timetables in advance for large scale events requiring staffing and rooms.
- ❖ In conjunction with HR, ensure that accurate staff absence records are maintained on SIMS and payroll.

### **General Responsibilities applicable to all staff:**

- ❖ To demonstrate and promote the values of Cornwall Education Learning Trust at all times.
- ❖ To work effectively with other members of staff to meet the needs of all pupils.
- ❖ To work with professionalism in line with the Trust's Code of Conduct.
- ❖ To attend staff meetings and Trust-based INSET as required.
- ❖ To be responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.
- ❖ To be aware of and adhere to all applicable Trust policies and procedures.
- ❖ To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.

Note:

- ❖ This Job Description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post.
- ❖ The postholder may be required to undertake such work as may be determined by the Headteacher/line manager from time to time, up to or at a level consistent with the main responsibilities of the job.
- ❖ This Job Description may be amended at any time in consultation with the postholder.

## SPECIAL CONDITIONS OF EMPLOYMENT

Cornwall Education Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The postholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

All offers of employment are conditional and subject to an Enhanced DBS check and, where applicable, a prohibition from teaching check will be completed for all applicants.



**CORNWALL EDUCATION LEARNING TRUST**

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# Person Specification

Selection Criteria	Essential	Desirable	How Assessed
Education and Training	<ul style="list-style-type: none"> <li>• Attainment of GCSE Grade C or above in Maths and English (or able to demonstrate equivalent numeracy and literacy skills to a Level 2 standard education)</li> <li>• Experience of working in a fast-paced environment</li> <li>• Previous experience in an administrative role</li> </ul>	<ul style="list-style-type: none"> <li>• Administrative qualifications</li> <li>• Experience of working in a secondary school environment</li> <li>• Previous experience of logistical planning</li> </ul>	Application Form / Interview
Skills and Experience	<ul style="list-style-type: none"> <li>• Excellent organisational skills, with a methodical approach to work and ability to work to deadlines</li> <li>• Strong communication skills</li> <li>• Adaptable, able to work under pressure and on own initiative</li> <li>• Ability to work confidentially and with attention to detail to maintain accurate records</li> </ul>		Application Form / Interview
Specialist Knowledge	<ul style="list-style-type: none"> <li>• Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people.</li> <li>• Demonstrates an awareness, understanding and commitment to equality and inclusion.</li> </ul>		Application Form / Interview
Personal Qualities	<ul style="list-style-type: none"> <li>• To believe in the importance of team work and a collaborative approach, to be able to contribute effectively to a team and build supportive working relationships with colleagues</li> <li>• Professional, reliable and honest</li> </ul>		Application Form / Interview
Values Related Qualities	<ul style="list-style-type: none"> <li>• <b>Collaborate</b> – ability to work effectively as a team</li> <li>• <b>Empower</b> – ability to take initiative and problem solve in order to improve performance</li> <li>• <b>Leadership</b> – To lead by example and achieve shared goals</li> <li>• <b>Transformation</b> – ability to recognise a need for change and adapt accordingly</li> </ul>		Application Form / Interview