

LEARNING TOGETHER

CORNWALL EDUCATION LEARNING TRUST



School Office Supervisor

Job Description & Person Specification

www.celtrust.org



About the Role

The job is based at Brannel School, Rectory Road, St Stephen, Saint Austell PL26 7RN.



- ❖ *Are you an Administrator with experience of working in a secondary school and a thorough practical knowledge of SIMS?*
- ❖ *Are you a well-organised and enthusiastic team player with the ability to train, coach and motivate other staff?*
- ❖ *Are you looking for a new challenge in a 'Good' school in the heart of rural Cornwall?*

About the Job

As our School Office Supervisor, you will join a small, friendly and supportive team which provides a wide range of administrative and general support to keep school life running smoothly. We are seeking someone who can bring their significant experience and knowledge of school administration to this role. The successful candidate will be fully proficient in the use of the School Information Management System (SIMS) and have significant experience in an office administrative role in a secondary school.

About the School

Brannel School offers 850 places to students aged 11-16. Our facilities are second to none – the school was completely redesigned and rebuilt in 2011 as a 'School of the Future' at a cost of over £17m.

Our school values are Excellence, Creativity and Community. We aspire to be a truly outstanding school, delivering the very best educational opportunities, nurturing academic excellence, and fostering ambition in every one of our students.

About You

We *really* want to hear from you if you are someone who:

- has significant knowledge and experience of secondary school administration;
- has experience of coaching, training and supervising colleagues;
- has excellent organisational, time management, and communication skills;
- is detail-oriented without losing sight of the bigger picture;
- is resilient and has the capacity to handle multiple responsibilities; and
- is able to relate to both adults and young people with sensitivity, empathy and understanding.

We will offer you:

- An energising and supportive working environment with high expectations and standards.
- An excellent programme of CPD and the chance to gain work-based qualifications e.g. relevant apprenticeship, award in desktop publishing, European Computer Driving Licence (ECDL), and relevant business and administration certificates and diplomas if you are interested in potentially becoming a school business professional.

Cornwall Education Learning Trust

Brannel School is part of the Cornwall Education Learning Trust (CELT), which is responsible for educating learners in four secondary schools, one junior school and nine primary schools across Mid-Cornwall from Newquay to St Austell.

Disability Confident

If you consider yourself to have a disability and think you may require a reasonable adjustment to be made for this part of the selection process or would like further information in relation to reasonable adjustments, please let us know.

Contact Details

If you wish to discuss this role or schedule a visit to the school in advance of the application submission date, please contact Christine Thomas (School Administrator) on **01726 822485**.



Job Description

Job title: School Office Supervisor

Job purpose:

- To supervise a small team of administrative staff, under the guidance and management of the School Administrator, in the provision of administrative support, ensuring a high-quality level of service is established and maintained.
- To use own experience and expertise in school administration to train and supervise colleagues to work effectively.

Reporting to: This role is line managed by the School Administrator

Responsible for:

- The post holder is responsible for ensuring the smooth day-to-day operation of the school's administrative service, for motivating administrative staff, monitoring performance and offering advice and guidance.
- The post holder is not responsible for the line management of staff, nor will they be required to make significant management decisions or proactively pursue new strategies.

Functional

Relationships: Headteacher, senior leadership team, school administrator, teaching staff, support staff, students, parents/carers and all external contacts.

Salary grade: G Grade

Working Hours: 37 hours per week

Working Weeks: 41.4 weeks (Term time plus 5 INSET days plus 12 additional days in school holidays))

Paid Weeks: 47.4000 weeks

Main responsibilities applicable to this role

Under the direction of the School Administrator:

- ❖ To supervise administrative staff in the provision of day-to-day school administrative tasks - e.g. general secretarial support, data management etc. - ensuring that high quality levels of service are established and maintained and that staff, students and visitors are supported in a consistently professional and friendly manner.

- ❖ To oversee procedures for welcoming visitors to the school, ensuring all signing in and safeguarding procedures are followed, and that the school's Single Central Record is up to date.
- ❖ To ensure that data on the SIMS network is updated and accurate, liaising with the Headteacher, School Administrator, IT Network Manager, Curriculum Manager, SIMS support consultants and CELT colleagues, as appropriate.
- ❖ To liaise with the IT Network Manager to ensure SIMS modules and administration procedures operate effectively.
- ❖ To utilise own knowledge and experience of school administration and use of SIMS to train, coach and supervise colleagues in all relevant administrative systems, processes and procedures, as required.
- ❖ To be responsible for overseeing the maintenance of accurate pupil records, including assisting in the inputting of data, production of lists, reports, statistics and other student information as requested. This will include liaising with other schools in respect of new pupils' admissions and leavers to ensure smooth transfer of data.
- ❖ To support the School Administrator with the administration of teaching cover arrangements.
- ❖ On a rota basis, as part of a team of First Aiders, to act as first point of contact for First Aid, looking after unwell pupils and liaising with parents/staff etc. Training will be provided.
- ❖ To utilise own communication and coaching skills to motivate the administrative team and ensure that the performance of the team is efficient and effective.

General responsibilities applicable to all CELT staff

- ❖ To be aware of, and adhere to, all applicable Cornwall Education Learning Trust policies and procedures, demonstrating and promoting the values of the Trust at all times, and working with professionalism in line with the Trust's Code of Conduct.
- ❖ To be responsible for promoting and safeguarding the welfare of children and young people during the course of day-to-day activities around the school site.
- ❖ To promote Equality and Diversity in all aspects of work.
- ❖ To co-operate with the promotion and maintenance of a safe and healthy working environment and own health and safety.
- ❖ To work effectively with other members of staff to meet the needs of all students. To attend staff meetings and Trust-based INSET as required.

- ❖ To be responsible for own self-development on a continuous basis, undertaking relevant training and/or professional development as appropriate.
- ❖ To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and students, and any 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.

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 job holder 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 job holder 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 satisfactory pre-employment checks including receipt of original qualification documents, references, medical screening, proof of eligibility to work in the UK, Childcare Disqualification check and a Disclosure and Barring Service (DBS) check.

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 job holder may be required to undertake other tasks commensurate with the grade and responsibilities of this job, and to undertake any reasonable duty deemed necessary 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.

Person Specification

Selection Criteria	Essential	Desirable	Assessed
Qualifications, Education and Training	<ul style="list-style-type: none"> GCSE English and Mathematics Grade A* – C (or equivalent). 	<ul style="list-style-type: none"> Evidence of accredited learning at NVQ 3 (or equivalent) relevant to the post. Evidence of recent and relevant professional development. First Aid training or certification. 	Application Form/ Certificates
Knowledge, Experience and Skills	<ul style="list-style-type: none"> Significant administrative experience in an office environment in a secondary school. Excellent working knowledge of procedures and regulations relevant to leading a school support function. Excellent knowledge and experience of the SIMS operating system. Excellent literacy and numeracy skills. Excellent ICT skills and sound working knowledge of Microsoft Office packages. Excellent verbal and written communication skills. Excellent administration, organisation and time management skills. 	<ul style="list-style-type: none"> Supervisory or management experience. Experience of organising, leading and motivating other staff. Experience of maintaining a school Single Central Record. Experience of using ParentPay. 	Application Form/ Interview
Personal Qualities	<ul style="list-style-type: none"> Works effectively as part of a team, with ability to organise, lead and motivate staff. Customer orientated - warm and approachable manner and ability to relate to a wide range of staff, students and visitors. Ability to prioritise and work to tight deadlines whilst retaining professional composure. Diplomatic and discreet; experience of dealing with sensitive and confidential information. 		Interview
Additional requirements	<ul style="list-style-type: none"> Commitment to safeguarding, wellbeing and equality. Commitment to, and identifies with, the values of Cornwall Education Learning Trust and Brannel School. Adaptability and willingness to assist with other aspects of school life. Willingness to continue to learn, develop and train. 		Interview