



**Roundwood School
and
Community Centre**

School Administration Officer

**Job Description and Person
Specification**

April 2024

Job Description

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| Post: | School Administration Officer |
| Responsible to: | Headteacher |
| School: | Roundwood School and Community Centre |
| Type of school: | Alternative Provision |
| Age range: | KS3 - KS4 |
| Local Authority: | London Borough of Brent |
| Hours: | 36 hours per week, 47.4 weeks per year (Term time plus INSET days + 1 week) |
| Location: | Roundwood School and Community Centre, 49 Longstone Avenue; Brent NW10 3UN |
| Role Purpose and Role Dimensions: | <p>To work under the direct instruction of the Headteacher, to support a wide range of aspects of the administration of the school, such as school admissions and records, HR & finance support, school communications, Health and Safety management, data analysis, and supporting the development and maintenance of systems to ensure the smooth running of the school and its buildings. Key duties and responsibilities of the post are outlined in more detail below, but may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties as may be necessary from time to time.</p> |
| Commitment to Diversity: | <p>As a member of the Academy team you will be expected to take individual and collective professional responsibility for championing the school and the Beckmead Trust's diversity agenda. This will involve proactively implementing initiatives which secure equality of access and outcomes and to commit to continually developing personal understanding of diversity.</p> |
| Key External Contacts: | <ul style="list-style-type: none">• Parents / carers• Multi-agency services staff• School visitors and guests• Governing Body /Management Committee• Local Authority staff, including social care staff |
| Key Internal Contacts: | <ul style="list-style-type: none">• Teaching Staff• Support Staff |

- Therapy Staff
- Leadership Team
- Premises Staff
- Central Trust staff

Key Areas for Decision Making:

- Administrative delegation
- Development and management of administrative compliance systems
- Locally agreed school marketing publications and communications
- Procurement programmes for a range of essential goods and services
- Data management protocols and systems

Other Considerations:

- Whilst there are some pupils with EHCP's in most mainstream schools, the environment in Alternative Provisions and Special Schools are far more intense and continuously presents a variety of both mentally and physically challenging situations for staff at all levels and in all roles.
- Experience of working within such an environment is recommended, along with physical intervention training

Key Accountabilities and Result Areas:

Key Elements:

School Administration

**This will involve:
Core Duties**

- Maintenance of the school's Management Information System (MIS), ensuring all pupil and staff records are in place and up to date
- Managing the office emails
- Managing the petty cash box
- Ensuring that all relevant documents/letters etc are uploaded onto the school website
- Collation, organisation, storage, transfer and archiving as required of all aspects of school administration records, such as pupil records, staffing records, Health and Safety records, etc
- Ensuring all admissions processes are conducted in a timely and appropriate manner to enable smooth transition into the school
- Supporting the Leadership Team in organisation of key meetings and scheduled tasks, including managing key calendars and events
- Supporting the wider staff team around training and use of the MIS and other online systems to ensure that

staff are inputting suitable logs of behavioural incidents, safeguarding concerns, medical and First Aid issues, etc

- Supporting the Leadership Team and coordinating with the Central Trust Finance Team to ensure smooth procurement and financial processes are upheld, in line with stringent and responsible fiscal protocols and objectives within the Scheme of Delegation
- Raising requisitions and chasing orders as necessary
- Coordinating the order of the weekly food shop
- Maintaining records of the meals taken each week
- Arranging transport for school trips
- Liaising with parents and arranging parent visits
- Supporting the teaching teams with the production and maintenance of key operational student documentation, such as risk assessments, behaviour plans, home-school agreements, intervention and provision reviews, school reports etc – through both maintaining and communicating scheduled tasks, and support of drafting and writing to an acceptable professional standard
- Working in conjunction with the school EHCP coordinator to support the collection, collation and production of annual review paperwork, including supporting minute taking during annual review meetings.

Staffing Support

This will involve:

Core Duties

- Working in conjunction with the Central Trust service providers to ensure full HR processes are in place and being followed – examples might include supporting performance management administration, coordinating recruitment, etc
- Enabling staff to be able to access suitable administrative materials to support their day to day roles, pupil knowledge and understanding
- Supporting key identified members of the school team with arranging meetings, organising hospitality, coordinating events such as interview days, etc
- Supporting key identified members of staff with the production, maintenance and review of school policy and procedural documents
- Maintenance of staff developmental records, and upkeep of the school's training register
- Coordination with the school leadership team around the academy staff wellbeing offer

Pupil Support

This will involve:

Core Duties

- Supporting with the administration and communication of every pupil's key information, including annual reviews
- Ensuring the collation of key information from previous schools and agencies, including medical and health plans where necessary
- Coordinating the schools First Aid and medical processes, and ensuring that suitable staffing ratios of trained personnel are maintained
- Contributing to the safeguarding and wellbeing of all our pupils, including supporting the academy DSL with administrative tasks related to the safeguarding processes, including writing and submitting referrals, and maintaining records around child protection, medical needs, welfare concerns, etc

Support for the School

This will involve:

Core Duties

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Being aware of and supporting differences and ensuring all pupils have equal access to opportunities to learn and develop.

Additional Duties

- Contributing to the overall ethos/work/aims of the school.
- Appreciating and supporting the role of other professionals.
- Attending relevant multi-disciplinary staff meetings as required.
- Participating in training and other learning activities and performance development as required.
- Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required.

Health, Safety and Facilities Support

This will involve:

Core Duties

- Being aware of and complying with policies and procedures relating health, safety and security, and

recording, reporting and mitigating all concerns as required

- Supporting the Leadership Team and the Premises Officer with the production and administration of risk assessment and H & S documentation, guidance, and training
- Supporting the Premises Officer with procurement of goods and services to ensure upkeep of the school site, including maintenance scheduling, workstreams, contractor access, etc
- Working alongside the Premises Officer to support Health and Safety audits, compliance, and statutory tasks related to the site
- Participating in training and other learning activities and performance development as required
- Where appropriate, coordinating and organising lettings agreements and arrangements
- Supporting the Educational Visits Coordinator, teaching staff and pupils with visits, trips and out of school activities as required, as well as coordinating and supervising visitors to the school
- Working with the Designated Safeguarding Lead to ensure compliance of practices, procedures and the environment to ensure safeguarding is maximised

School Communications and Marketing

This will involve:

Core Duties

- Supporting the Leadership Team with the communication of a range of materials, such as newsletters, emails, texts, etc to parents and the wider school community
- Coordinating the production and distribution of a weekly newsletter
- Managing telecommunications, greeting and welcoming all visitors to the school at the main entrance in a positive and warm manner that reflects the vision, values and ethos of the school and the Beckmead Trust
- Coordinating with the Central Trust team to support as required with the upkeep of all online materials, such as the school website, social media feeds and any published promotional materials such as the school prospectus

Green Statement

This will involve:

Seeking opportunities for contributing to sustainable development of the borough, in accordance with the School/Academy's Green Commitment. In particular,

demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision

Data Protection

This will involve:

- Being aware of the School/Academy's legal obligations under the Data Protection Act 2018 (the "2018 Act") and the EU General Data Protection Regulation ("GDPR") for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply
- Maintaining customer records and archive systems in accordance with departmental procedures and policies as well as statutory requirements
- Treating all information acquired through employment, both formally and informally, in accordance with the **Workforce Data Protection Policy**
- Suitably fulfilling the role of Data Controller within the requirements of the GDPR

Confidentiality

This will involve:

- Treating all information acquired through employment, both formally and informally, in confidence.
- There are strict rules and protocols defining employee access to and use of the School/Academy's databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Equalities and Diversity

This will involve:

The Trust has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination. This includes respecting and valuing the different experiences, ideas and backgrounds others can bring to work and to teams

Safeguarding

This will involve:

- Displays commitment to the protection and safeguarding of children and young people
- Values and respects the views and needs of children and young people

- Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children

Health and Safety

This will involve:

Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should cooperate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

To contribute as an effective and collaborative member of the School Team

This will involve:

- To participate in training to be able to demonstrate competence.
- To participate in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Championing the professional integrity of the school
- Supporting Best Value and electronic management of processes.
- Actively sharing feedback on school policies and interventions.

Person Specification

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| Post: | School Administration Officer |
| Qualifications: | <ul style="list-style-type: none">• NVQ3 in Business Administration or equivalent qualification in a relevant discipline (or working towards)• English and Maths Qualifications• Health and Safety & First Aid qualifications are desirable |
| Experience: | <ul style="list-style-type: none">• Working in an office environment at senior level• Organising, leading and motivating other staff• Developing, managing and operating clerical/administrative/financial and organisational systems• Managing staff• Experience of and/or involvement with school finances and managing budgets• Analysing and evaluating data• Experience of working within a specialist school environment or within a school with children with special educational needs |
| Skills and knowledge: | <ul style="list-style-type: none">• Good knowledge of financial regulations• Excellent attention to detail• Excellent literacy/numeracy skills• Articulate, clear, concise communicator• Competent use of IT packages including word processing, computerised accounting systems and school MIS systems• Ability to use relevant office equipment effectively• Ability to plan, organise and prioritise• Understanding of HR processes |
| Personal qualities: | <ul style="list-style-type: none">• Commitment to promoting the inclusive ethos and values of the school and getting the best outcomes for all pupils• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school• Ability to work under pressure and prioritise effectively• Commitment to maintaining confidentiality at all times• Commitment to safeguarding and equality• Embraces change well• Deals with difficult situations effectively• Willingness to be flexible and adaptive• To hold an enhanced DBS clearance |