



ADMINISTRATOR

Whole School



The Corvus Learning Trust is incorporated in England and Wales

Company number 11045796

Registered Office: Edgbarrow School, Grant Road, Crowthorne, Berkshire RG45 7HZ

Job Description/Specification

Kennel Lane School: 2024

Job Title	Administrator
Grade /Actual Salary	BG-J £19,409—20,311 inclusive of SEN and fringe allowances
Hours	Term Time plus 5 days working 35 hours per week between 08.30—16.00
Responsible to	HR Business Manager, SENCO and Senior Leadership

Job Description

To provide direct clerical and administrative services to the school under the direction or instruction of senior staff and the SENCO. The post requires a personable approach when dealing with anyone in the school community and responding to queries from individuals from the public and or other professions.

Specifically, the post holder is required to provide a range of reception, clerical and administrative services as directed by senior staff and as required by colleagues. The post holder will ensure that they support the school in providing and maintaining an environment for learners, staff and visitors which is safe, attractive, comfortable and conducive and which makes a positive statement about Kennel Lane School.

Main Duties and Responsibilities

- Provide general clerical support including clerical processing, word processing,
- Supporting the school SENCO with the preparation of the annual review process, this includes, but is not limited to:
 - Proof reading and editing reports to a high standard
 - Liaising with parents and class teams to arrange meeting dates and times, either virtual or on site
 - Arrange and organise any requirements for on-site meetings such as booking room availability and preparing the meeting space with any required items
- Provide administrative support for additional funding streams in consultation with the SENCO and member of Senior Leadership
- Support with any inventory requirements and processes, where required, supporting with the maintenance of records
- Maintain manual and computerised records and management information system, either directly into drives or through scanning physical data
- Produce lists, gather information and data as required by senior staff or external agencies.
- Provide reports in a variety of formats, including the use of graphs and spreadsheets to portray quantitative and or qualitative data
- Liaise with a broad range of stakeholders, specifically staff, learners, parents/carers and external professionals
- Undertake general administration duties, cover front reception and maintain a welcoming and positive environment for all stakeholders/visitors
- Ensure visitors, deliveries, telephone calls and incoming and outgoing mail is managed effectively
 - Sign in visitors and escort them within the school as necessary
 - Log and record incoming post and assist with outgoing post, delivering these internally when required
 - Undertake training to enhance personal development, including the positive management of students
- In particular all staff are expected to take part in behaviour management training called Team Teach
- Provide, as part of the admin team, a level of support in areas agreed by the SENCO
 - Escort visitors around the school site as required
 - Open, sort and distribute incoming mail and post outgoing mail
 - Support with the monitoring and reporting of whole-school attendance data, analysing data to identify key areas of concern. Work closely with pupils, staff, parents and carers to reduce levels of absence, and act appropriately when persistent absence becomes a safeguarding issue

- Ensure daily attendance registers are accurate and complete, and follow up with staff members about any incomplete data
- Follow up on any unexplained absences with parents/carers, escalating issues as appropriate in line with school procedures Initiate and oversee the administration of absence procedures, for example letters home, attendance clinics and engagement with local authorities/other external agencies and partners

Scope of Job ICT and Technology

- Be competent in the use of Microsoft office package
- Must possess advanced skills in the use of Excel
- Have the ability to utilise office equipment and utilise the full features of office phones, printers, scanner and other such equipment

Scope of the Job

The post holder is responsible for ensuring that the school safeguarding and child protection policy is adhered to and concerns are raised in accordance with this policy.

All staff should retain strict confidentiality about all aspects of school life and follow GDPR 2018 practise.

Important Information

This School is committed to **safeguarding children** and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to **Disclosure and Barring Service** checks along with other relevant employment checks.' This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. **It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.**

Please detail **full employment history** since leaving secondary education. Please include periods of any post-secondary education/training, part time and voluntary work as well as full time employment, with start and end dates.

Please provide explanations for periods not in employment or education/training and reasons for leaving employment.

If you are not currently working with children/young people but have done so in the past, it is important that a reference is obtained from the employer by whom you were most recently employed working with children/young people. Please provide contact details.

Employment references will not be accepted from relatives or people writing solely in the capacity of friends.

(This job description may be amended at any time after discussion with the Headteacher, but in any case, will be reviewed annually when key tasks related to the school priorities will be determined.)



Job Specification

Applicants should pay particular attention to the requirements in the Person Specification when completing their application.

Key

E = Essential

D = Desirable

A	Qualifications, Knowledge and Experience	E/D
A1	A—C in GCSE Maths and English	E
A2	Appropriate qualification to demonstrate excellent command of written and spoken English	E
A3	Qualifications equivalent to National Qualifications Framework level 2 (GCSE's A*-C, BTEC First Diploma and Certificate, OCR Nationals, NVQ's).	E
A4	A knowledge and experience of working with learners with SEN	D
A5	Commitment to and the knowledge and experience of promoting the welfare and safeguarding of learners	D
A6	Excellent ICT skills: knowledge of Microsoft Office software package and in particular Excel, database maintenance and email/internet use	E
A7	A willingness to learn and use new skills in order to meet the needs of young people with communication and other difficulties	E
A7	Understanding of current educational developments, statutory requirements and the Ofsted framework	D
A8	Proficient in the use of SIMs (NB: training will be provided)	E
B	Competence Summary	
B1	Knowledge of procedures for a range of advanced activities in a general office environment.	E
B2	Ability to record data accurately in databases and other areas of record keeping	E
B3	Ability to problem solve any day to day issues and utilise initiative	E
B4	Work independently and also work within a team setting	E
B5	Experience in working in a public service or educational environment	D
B6	Knowledge of Child Protection and Safeguarding procedures	D
C	Skills and knowledge	
C1	Possesses strong data analysis skills, and the ability to utilise data effectively	E
C2	Effective communication and interpersonal skills	E
C3	Committed to maintaining accurate records and following GDPR and retention policies	E
C6	Excellent interpersonal skills including the ability to listen to, understand and work with a wide range of audiences	

D	Personal Attributes	
D1	Ability to work collaboratively with other agencies and professionals to support the holistic development of individual learners	E
D2	Excellent communication skills, both oral and written	E
D3	A warm, friendly and approachable personal style	E
D4	Ability to support an open and transparent culture, acknowledge differences and overcoming potential barriers	E
D5	Ability to work on own initiative and anticipate and manage priorities and deadlines	E
D6	Ability to maintain a safe, secure and healthy learning environment for both learners and staff and promote well-being for both self and staff	E
D7	Demonstrates a high level of commitment to safeguarding, inclusion and equality in all aspects of school life	E
D8	Demonstrates a commitment to maintaining an effective and collaborative relationship with the Governing Body	E