

Job description

Job title

School Administrator

Hours

37.5 per week
52 Weeks

Contract

Permanent

Role profile and grade

AS15 - Grade 1, Point 1

Salary

£24,700 rising to £26,936 with biennial increments

Location

Inscape House, Cheadle

Type of DBS required

Full

Job purpose

To provide a high quality administrative service to the whole school that is professional, effective and efficient.

To support and assist the School Business Support Manager and the senior leadership team of Inscape House School.

Safeguarding children and vulnerable people is a priority for all employees.

Inscape House School is a non-maintained ASC specialist day school for children and young people aged 5 to 19 years. It is part of the Together Trust, a charity that has been providing care, education and support in the Northwest of England since 1870. The post-holder will be a member of

the Inscape House School and Post 16 provision based on the Cheadle campus.

The administrative team comprises of three administrators. The post-holder will be expected to undertake administrative work which supports the work of the school.

The post holder will be able to work in an independent and flexible way undertaking tasks that may not have been covered in the job description.

The post-holder, when required, will be expected to attend and participate in staff meetings and training.

Due to the nature of the service the post-holder will be working in a busy and demanding environment and will be expected to interact and support the pupils within the guidelines set by the Headteacher and the senior leadership team.

Although the post-holder works for Inscape House School, employees are contracted to the Trust and may be required, at some point to work, at other appropriate Together Trust services.

As part of the Together Trust Education Service staff team, including teachers, college tutors, speech and language therapists, assistants and other professionals, the post-holder will be expected to participate in the life of the Service and support the ethos of the Trust and Inscape House School.

The post-holder will be required to:

- Promote a positive image of the service and the Trust at all times.
- Be aware of and follow the relevant policies and procedures.
- Maintain confidentiality for all areas of the post.
- Co-operate with all Together Trust staff in maintaining collaborative working relationships.
- Perform any duties as may reasonably be required by the Trust, or as requested by the post-holder's line manager and other senior managers.

At all times, the post holder is expected to conduct themselves professionally, to work within the current legislative framework and to adhere to the Together Trust's Policies & Procedures.

Administration

- Responsible for liaising with the recruitment team and leadership team to upload recruitment paperwork.
- Work alongside the school's catering team to order student lunches for the canteen.
- Working with iTrent as the staff MIS system and processing leave of absence requests.
- Processing holiday vouchers for students in receipt of free school meals.
- Provide support in preparation for inspection, accreditation, compliance visits and other quality assurance activity.
- Ensure that administration support is in place to support the Open Days, Assessment Days, Examinations and other events taking place within the school.
- Undertake administrative duties as required.
- Working under the direction of the School Business Support Manager to ensure the smooth running of the administrative aspects of the school.

Pupil Administration

- Support the Admissions Team in administering pupil admissions including setting up and registering on Arbor, CPOMS and Earwig.
- Collating, printing and posting out end of year reports.

Finance

- Ensure the correct finance processes are followed by admin staff (petty cash, procurement and invoices)

Health & Safety

- Assist the School Business Support Manager in health and safety matters as required.

The individual will also provide cover for general office duties and reception services as and when required:

- Photocopying, filing and archiving
- Maintaining electronic and paper records including staff attendance
- Distribution of and/or preparation of materials posting
- Receiving and appropriately distributing mail, e-mail and other orders and sending outgoing mail of various forms
- Receiving visitors and ensuring that signing-in procedures are observed.
- Answering the phone, providing information, taking messages, and, if required, arranging meetings
- Liaising with parents/carers on routine matters via letters, email, text, and phone
- Ordering, checking and distribution of resources
- Processing of invoices
- Transport liaison including the organisation of the school's vehicles e.g. booking out of vehicles, fuel card, completion of taxi returns

Such other duties as may be reasonably requested by members of the Inscape House Senior Leadership Team.

Person specification

You will need demonstrate the extent that you have the necessary requirements for this role. Please use examples in your application how you match the criteria in the person specification and your experience of the responsibilities outlined for the role.

	Essential	Desirable
Education, qualifications and training	<p>Excellent literacy and numeracy skills.</p> <p>Educated to minimum GCSE Level</p>	<p>NVQ Level 3 in Administration or equivalent.</p>
Experience and skills	<p>Experience of working in a busy office environment.</p> <p>Experience of using and implementing management information system.</p> <p>Experience of dealing with confidential and sensitive information.</p> <p>Experience of working successfully and co-operating as a member of a team.</p> <p>Good communication and interpersonal skills.</p> <p>Proficiency in Microsoft, including Teams, SharePoint, spreadsheets and database packages.</p> <p>Ability to work in an organised and methodical manner and work to deadlines.</p> <p>Ability to communicate with a wide range of audiences, including other employees within the Trust, governors, parents</p>	<p>Experience of working within an education setting and of working with young people with special needs.</p> <p>Experience of improving administrative processes and systems.</p>

	<p>and other visitors to the school.</p> <p>Ability to show sensitivity and objectively in dealing with confidential issues.</p> <p>Receptive to new ideas, approaches and challenges</p> <p>Efficient and accurate typing/data entry.</p> <p>Ability to work effectively as part of the administration team as well as the whole school team.</p> <p>Ability to prioritise workload.</p>	
Knowledge and understanding	<p>Knowledge of a range of computer applications.</p>	<p>Understanding of the SEN Procedures.</p> <p>Awareness/understanding of autism and associated conditions.</p>
Other	<p>Committed to high standards of customer service.</p> <p>Committed to equality and diversity.</p> <p>Committed to own continuing professional development.</p> <p>Appreciates the significance of safeguarding and shows a personal commitment to safeguarding.</p> <p>An enthusiastic, reliable person who is conscientious, punctual and flexible.</p> <p>Acts with integrity, honesty, loyalty and</p>	



	<p>fairness, always within the limits of professional competence, to safeguard the assets, financial probity and reputation of the School and Trust.</p> <p>Willingness to undertake direction from the Senior Leadership Team.</p>	
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Applications are welcome from all regardless of age, disability, marriage or civil partnership, pregnancy or maternity, religion or belief, race, sex, sexual orientation, trans status or socio-economic background. We are committed to making reasonable adjustments for disabled people. We positively encourage applications from those with lived experience.