

Salary Range: Southampton Grade 8

Accountable to: School leader

Place of Work: Sholing Junior School

Hours: Full Time, Fixed Term

Role Remit:

- ☐ To provide a comprehensive administrative support service to the school, ensuring smooth and efficient daily operations and acting as a key contact for the admin function.
- ☐ Maintaining key systems and records, ensuring data is accurate, up to date and managed securely in line with HET policies and statutory requirements.
- ☐ Providing day-to-day line management of the administration team.

Main Responsibilities:

Line Management

- ☐ Oversee and coordinate the day-to-day operations of the school office
- ☐ Line manage the admin team and breakfast and after school club including undertaking their professional development meeting, providing guidance and support to overcome any issues.

Admin Support

- ☐ Ensure that the admin team provides an efficient and comprehensive administrative support service, including:
 - greeting visitors and providing hospitality
 - dealing with routine enquiries from parents, the LA and other external agencies/organisations
 - prepare, format and maintain correspondence, reports and other documents to a high professional standard.
 - record keeping, photocopying and filing.
- ☐ provide support to the School Leader and that items of a sensitive and confidential nature are dealt with appropriately.
- ☐ Administer, organise and maintain all aspects of the Management Information System (MIS) database and associated records.
- ☐ Ensure the preparation of statistical and other reports and returns to HET, Local Governing Body, LA, DfE and other organisations/bodies are sent, as required.
- ☐ Oversee the design, prepare and produce documents including the school prospectus, parent newsletters, etc.
- ☐ Market the school in the local community, if required to ensure the school is maximising its capacity.
- ☐ Liaise with other school staff, contractors and outside agencies/organisations as appropriate.
- ☐ Ensure annual updates to admin systems (MIS, Parent Comms software) are updated and ready to use at the start of each academic year.
- ☐ Manage the school's social media accounts, including Facebook and X (formerly Twitter), ensuring content is accurate, timely and appropriate.

- ☞ To establish and maintain procedures for pupil welfare, including the administering of First Aid and medicines and notifying parents when children are ill.
- ☞ Carry out any other administrative/support procedure, within the responsibility level of the post, as directed by the School Leader.

Financial

- ☞ Work with the HET finance manager to ensure policies and procedures are followed.
- ☞ Ensure that all orders, payments and invoices are processed efficiently and that there are systems for managing the collection, recording and banking of payments.
- ☞ Oversee appropriate contracts/SLAs that the schools buy in to.
- ☞ Support the management of the schools' risk register.
- ☞ Be responsible for reducing the risk of fraud within the schools in consultation with HET processes.

HR Admin

- ☞ Manage personnel administration, including managing or assisting with the recruitment and induction procedures for new employees.
- ☞ Ensure safer recruitment processes including interviews, references, pre-employment and right to work checks are robust and follow the guidance set out by HET and the HR team.
- ☞ Ensure that DBS clearances are obtained as required and that all appropriate safeguarding processes are in place.
- ☞ Maintain and update the Single Central Register
- ☞ Work with HR and Finance to ensure that accurate payroll data is provided, by ensuring employees are given employment contracts and variation of contract letters and overtime is collated.
- ☞ Enter new employees on the MIS and record employee absence.

Compliance

- ☞ Manage the procedures and appropriate letting of the school premises to outside organisations.
- ☞ Support the School Leader and Site Manager with confirmation of letter of assurance and relevant employment checks of contractors and supply staff
- ☞ Support the School Leader and Site Manager with estimates for the cost/duration of work for contractors.
- ☞ Act as the schools Data Protection Compliance Officer, attend training as appropriate and ensure the school follows HETs guidance on data protection matters including maintaining the school data map, following data breach procedures, carrying out data privacy impact assessments where necessary and supporting management of subject access requests.
- ☞ Be responsible for the risk assessment register. To ensure it is updated and all relevant risk assessments renewed and updated accordingly.

Pupil Attendance

- ☞ Support the leadership team to track attendance data, including tracking attendance of vulnerable groups of pupils, and provide reports.
- ☞ Coordinate meetings with pupils and parents/carers.

Safeguarding:

The post is subject to an enhanced DBS check and satisfactory references. The post holder is expected to demonstrate a strong commitment to safeguarding and promoting the welfare of children and young people, and to follow HET and the schools' safeguarding and child protection policies. They must ensure a safe working environment for pupils and staff alike and comply with HET health and safety policies.

Hamwic Education Trust is committed to promoting equality, diversity and inclusion and welcomes applications from all sections of the community.

Other Duties:

At an appropriate level, according to the job role, grade and training received, all employees in HET are expected to:

- Support the vision, ethos and strategic aims of HET and participate to the one team approach, All About the Child and What About Sam?
- Attend and contribute to staff meetings and training days as required and identify areas of personal practice and experience to develop.
- Take appropriate responsibility for safeguarding and children’s welfare and be aware of confidential issues linked to home/child/teacher/academy and keep confidences appropriately.
- The post holder at all times, whether or not in the employ of our schools or HET and except where such information is in the public domain maintain the strictest secrecy with regard to the business affairs of our schools or HET and its customers/stakeholders, products and product lists.
- Be aware of health and safety issues and act in accordance with the Health and Safety Policy.
- To liaise with other staff, contractors and outside agencies/organisations as appropriate.

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar, and they have appropriate qualifications or received appropriate training to carry out these duties.

Manager Signature:

Employee Signature:

Date:

Office Manager

Person Specification

Specification Area	Description	Essential (E) / Desirable (D)
Skills, Knowledge & Aptitude	Ability to solve routine problems and use professional judgement and initiative	E
	Knowledge of school administration procedures	E (with training)
	Prioritise workload and organise the work of the team effectively to meet deadlines	E
	Ability to communicate information and ideas effectively to a range of audiences, through excellent written and oral communication skills	E
	Ability to work unsupervised	E
	ICT Skills, to produce correspondence and documentation	E
	Knowledge of HET's Child Safeguarding procedures	E (with training)
	Commitment to equity, diversity and inclusion	E
	Knowledge of Data protection, to maintain appropriate levels of confidentiality and data security in respect of personal/pupil/colleague information	E
	Knowledge of schools' financial systems	E (with training)
	Ability to deal with conflicting priorities, to manage interruptions and meet deadlines	E
Qualifications & Training	NVQ level 3 in Business Administration (or equivalent qualification)	D
	GCSE 9-4 / A*-C including Maths and English	E
	First Aid qualification (or willing to complete)	D (with training)
Experience	An excellent understanding and at least 3 years' practical experience of Business Administration gained preferably, but not essentially, in a school setting	D
	Experience of line management	D
	Ability/experience in using school computer systems (Bromcom, etc) and general office systems (MS Word, Excel etc)	E
	To design and produce documentation and correspondence; maintain records and run reports	E
Personal Attributes	Professional integrity and confidentiality	E
	Positive and Optimistic	E
	Sense of accountability	E
	Emotional resilience and the ability to remain calm and focused under pressure	E
	Ability to work on own initiative and part of a team	E

