

Job Title	Senior Administrative Officer (including data and cover)	Grade	LBR5/LBR6
Reports to	Primary Office Manager		
Responsible for	n/a		
<p>To be responsible for:</p> <ul style="list-style-type: none">• Providing professional, efficient and effective cover system across the primary campus in accordance with agreed policies and procedures, ensuring compliance with all relevant legislation; maintaining confidentiality and high professional standards at all times• the organisation and smooth running of external examinations. The officer acts as the primary liaison between the school and external examination bodies. They will be familiar with the requirements and regulations and will ensure that the school is compliant with these before, during, and after examination periods, supported by the Exams and Data Manager (secondary campus)• Managing the data needed for systems to be effective as outlined in this job description• Projecting a positive image of the school in dealing with the public, parents, staff and children.• Providing strong commitment to customer care at both the Primary and Secondary Campus as required.• To have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school.• Providing a good level of administrative support at all times.			
Main duties and responsibilities			
Cover <ul style="list-style-type: none">• Provide a professional, efficient, confidential and proactive cover system• Deliver excellent customer service at every opportunity• Set up the cover programme and inform all staff of the daily cover provision• Make note and plan cover for leave requests received from staff (via the absence system)• Take messages from staff at the start of the day. Ensure staff absences are reported to the Office Manager			
Data <ul style="list-style-type: none">• Maintain the school’s data base programmes to an accurate and current level• Ensure all data required by the DfE is held in an established programme• Planning and organisation: Understand the regulations and requirements of all examinations held by the primary campus• Manage arrangements for the safe and secure receipt, checking and storing of examination papers and materials• Manage any unexpected issues or emergencies that arise during an examination session• Submit reports to examining bodies, as required• Ensure results are received by the school in a secure and confidential way• Liaise with the Exams & Data Manager to ensure primary data is accurate and up to date.			

<ul style="list-style-type: none"> • Ensure all programmes relating to pupil data are updated e.g. Tapestry, SIMS, MyEd, Medical Tracker etc. • Ensure compliance with the General Data Protection Regulations and Data Protection Act at all times
<p>Admin</p> <ul style="list-style-type: none"> • Respond to all external telephone calls • Be a point of contact for all visitors to the school ensuring they are recorded in the visitors log and not left unattended whilst on the site; check that all visitors are accounted for when school evacuated due to fire alarm or other emergencies • Deal with lunch queries and ensure parents are topping up payments via ParentPay; ensure the kitchen has numbers for lunches, and meal options for children are completed by teachers when required • Be responsible for the stock supplies and distribution to classes • Send correspondence via My Ed and assist with payments via ParentPay and Evolve for trips • Carry out some general clerical support and assistance for the Senior Leadership Team • Complete filing as required • Deal with phone calls and messages relating to Attendance, including checking daily registers and first day calling for absent pupils as required • Assist, where needed, with administration for clubs, including allocation of pupils, payments, letters • Provide cover and support for the rest of the admin team, including working at the secondary school site as required • Carry out any other clerical duties as defined by the Office Manager • Administer first aid when required and cover for Welfare Assistant in his/her absence • Reprographics: <ul style="list-style-type: none"> ▪ Specific reprographics for the primary school, e.g. exam papers, letters etc. (excluding day to day photocopying); ▪ To maintain photocopiers, reporting any issues to the IT team that require an engineer; ▪ Collating of student reports and distribution termly or as required. <p>Training and development</p> <p>Undertake training as appropriate for the role The Office Manager shall delegate duties to the administrative team as seen fit for purpose and shall be responsible for introducing working practices and implementing training on new procedures to ensure a safe and harmonious working administrative environment.</p>
<p>General</p> <ul style="list-style-type: none"> ▪ Attend and participate in relevant meetings, training and other learning activities Be aware of and comply with policies and procedures relating to safeguarding and promoting the welfare of children, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person ▪ To demonstrate an understanding of and commitment to equal opportunities and diversity and to the standards of customer care ▪ Be responsible for own health and safety as well as that of colleagues, students and the public
<p>Duties and responsibilities of the post may change over time as requirements and circumstances change. The job description does not form part of the post holder's contract of employment</p>