

THE PALMER CATHOLIC ACADEMY

Part of The Good Shepherd Catholic Trust



JOB DESCRIPTION

POST:	Senior Admin Assistant
SALARY SCALE:	LBR 6, point 18-20
HOURS OF WORK:	40 hours per week 8.00am-4.30pm — term time, plus 1 week
REPORTS TO:	Head of Business Operations

MAIN AREAS OF RESPONSIBILITY

- Alongside the Head of Business Operations, coordinate and ensure the smooth running of day-to-day operations and admin processes at the academy.
- Oversee, implement and maintain administrative systems and processes to maximise impact and improve efficiencies and services across the academy.

GENERAL DUTIES

- Support the Head of Business Operations to deliver a range of services which contribute to outstanding student and staff experience.
- Contribute to strategies which support the academy to deliver its academic and business plans, providing relevant management information to inform business planning processes.
- Work closely with SLT, Premises, Welfare, and IT to ensure that key admin priorities are delivered to the academy.
- Engage effectively with colleagues across the academy to understand premises operational requirements, identify issues, and provide solutions.
- Assist the office admin team (including the welfare officer), and deputise in absences, overseeing attendance, welfare and other functions of the admin office
- Update schools MIS system Arbor for attendance, records and other details
- Dealing with complex queries faced within the office admin
- Provide complex admin support to requests from SLT
- Providing support to daily staff duties management alongside SLT
- Exclusion admin for SLT and reporting to the borough
- Work experience admin for SLT
- Managing the academy's email inbox
- Manage academy mobile phone plans and prepare for trips etc.
- Assist trip administration including obtaining quotes for coach hire etc.
- Managing catering requests for school events such as parent evenings and other events such as trips
- ParentPay support – relating to trips and lunch queries
- Manage the academy's social media accounts and regularly update Instagram and Twitter, creating engaging content

- Work with external suppliers and contractors in the management of the academy's facilities and services.
- Manage day-to-day premises issues and queries – alongside premises team.
- Ensure promotion, monitoring and management of health and safety staff development and compliance training and other training as requested
- Develop and maintain academy systems and procedures
- Develop procedures and quality control systems to ensure compliance
- Minute meetings as requested by SLT
- Manage data retention and annual archiving.
- Respond to operational queries in a timely manner, referring complex issues to right personnel
- Prepare staff ID cards and manage access rights
- Assist with premises projects
- Undertake other reasonable duties and carry out first aid duties when required.

PERSON SPECIFICATION: SENIOR ADMIN ASSISTANT

	Essential	Desirable
Qualifications	GCSE in English and Maths	Business and Admin Level 3
Knowledge and Experience	Knowledge of Microsoft Office products particularly in Email, Teams, Excel and Word	- Secondary school experience; Arbor; GDPR processes, Every compliance system, Parentpay and till systems - Experience in some staff supervision and / or management
Skills and Abilities	- Good numeracy / literacy skills - Excellent communication skills, both written and oral, with attention to detail - Effective use of ICT and other resources - Ability to relate well to children and adults - Work constructively as part of a team, understanding roles and responsibilities and your own - Have good influencing and negotiation skills - Ability to prioritise workload to complete what is urgent and meet deadlines efficiently - Ability to be flexible to demands of the role	- Ability to adapt well to busy office environment and absorb some pressure - Ability to assist with planning, monitoring and evaluating admin processes - Ability to self-evaluate learning needs and actively seek learning opportunities - Full working knowledge of relevant policies, codes of practice and awareness of relevant legislation - Ability to engage with parents and external stakeholders
Health and Safety	First aid trained or willing to be trained	First Aid at Work certificate
Personal Attributes	- Be understanding and supportive of the moral and spiritual ethos of a Catholic Academy - Willingness to participate in training and development opportunities - Willingness to share expertise, skills and knowledge - Sensitivity to the aspirations, needs and self-esteem of others - A flexible and positive approach/ attitude to work - Commitment to safeguard and promote the welfare of children and young people - Willingness to work flexibly to meet the needs of the academy and ensure deadlines are met	
Other Information	Training will be provided for academy specific systems i.e. Arbor, ParentPay	