

St Luke's School

Crouch Hall Lane, Redbourn,

Herts, AL3 7ET

JOB TITLE:	OFFICE ADMINISTRATOR
SCALE:	H4/5
HOURS:	35-37 hours per week, term-time only plus INSET Days, hours may be negotiable for the right candidate
CONTRACT	Permanent
REPORTS TO:	Teacher-In-Charge of Forest House Education Centre (FHEC)
LOCATION:	Forest House Education Centre, Harper Lane, Radlett, WD7 9HQ

PURPOSE OF JOB

1. To be responsible to FHEC's Teacher-In-Charge for the development, implementation and delivery of the administrative function of the Centre.
2. To support the education of students who need particular help to overcome barriers to learning.

MAIN RESPONSIBILITIES

- To attend to duties of Centre Administrator – secretarial/administrative duties for the Teacher-In-Charge.
- Management of the reception and office area and ensuring staff keep the school looking professional and tidy.
- Dealing with all incoming correspondence, either post or email.
- Administration of public examinations and Functional Skills tests, and be available assist with distribution of examination results in August.
- Procurement of all school resources ensuring best value.
- Recording and passing of all invoices for payment.
- Supervising and record keeping of petty cash.
- Completing school register and keeping pupil attendance records.
- Management of the Asset Register.
- Any other administrative duty requested by the Director of FHEC and/or School Manager.
- To assist teaching staff in subjects across the curriculum, and to accompany teaching staff on off-site visits if required.
- To organise the Centre's library and to purchase new books in consultation with the Leader of English. To keep a record of books lent to pupils. To liaise with the Schools Library Service.
- To attend and participate in staff, clinical and other meetings in the Adolescent Unit when requested.
- To attend and participate in the weekly Centre staff meetings.

- To participate in INSET to further personal and professional development.
- To participate as fully as possible in all aspects of school life.
- Maintain student records.
- Liaise with parents, carers and professional staff (such as CAMHS clinicians) in order to promote the learning objectives of each student.
- On occasions attend to students' personal needs, including social, health, hygiene, first aid and welfare matters.

EQUALITIES

Be aware of and support difference and ensure that students have equality of access to opportunities to learn and develop.

HEALTH AND SAFETY

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

CRIMINAL RECORDS BUREAU

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Criminal Records Bureau as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Criminal records Bureau is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

ADDITIONAL INFORMATION

The jobholder is required to contribute to and support the overall aims and ethos of the Centre and the School.

Some cross-centre working, training etc., may be at the St Luke's site.

SUPERVISION

- The jobholder is managed by FHEC's Teacher-In-Charge, although administrative guidance will be provided by the School Manager.
- The frequency of meetings is determined by the school's performance management policies and practice.
- No supervision of staff.

JOB CONTEXT

FHEC is a small teaching centre, which caters for the education needs of adolescents who are resident or in attendance at Forest House Adolescent Unit (a Tier-4 CAMHS hospital unit). The young people, aged between 13 and 17, are admitted with varying psychiatric illnesses and emotional disturbances. Education plays a major role in the daily life of the young people attending the Unit. Staff at the Centre need to be understanding of students' problems, whilst maintaining professional boundaries and control. They will need to work well within a multidisciplinary team and will, of necessity, have effective communication skills.

FHEC is a satellite of St Luke's Special School for students aged 9-16 with moderate difficulties and other complex needs, based in Redbourn, Herts. Some cross-centre working may be an element of the role.

Flexibility by all staff is important in order to meet the varied needs of students.

CONTACTS

The jobholder works with teachers and students and is likely to have frequent contact with parents, carers and visiting professional staff, such as educational psychologists, and have close links with the School Manager and admin staff of St Luke's.

KNOWLEDGE, EXPERIENCE AND TRAINING

- Experience of working with or caring for children of the relevant age.
- Show experience of appropriate training, e.g. First Aid, Child Protection, Approach training or similar.
- Holder of the Hertfordshire County Council minibus license, or willingness to take test.
- Excellent numeracy and literacy skills.
- Excellent organisational and communication skills and the ability to demonstrate their use.
- Experience in office administration and administration procedures.
- Excellent working knowledge of Microsoft Office, particularly Excel and Word; and other relevant computer software, e.g. SIMS/Serco Database, internet, intranet, e-mail and electronic diary.
- Excellent working knowledge of office equipment e.g. Telephone system, Computers, photocopiers, fax, printers, is essential together with organising insurance, repair and maintenance of equipment as necessary.
- Ability to work flexibly and accurately under pressure without close supervision is imperative.
- Ability to prioritise workload.
- Ability to work as a team player.
- Willingness to carry out additional relevant training for the role of Teaching Assistant/Administrator as necessary.

PHYSICAL EFFORT

The job may require lifting children whose mobility is restricted. Appropriate training will be provided, if necessary.

WORKING ENVIRONMENT

The job may include clearing up blood or other bodily fluids of children.

*** The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations at the direction of the Director of Teaching and Learning and/or the School Manager that may from time to time be necessary.*

January 2018