



The Blue Tangerine

## JOB DESCRIPTION

April 2019

# Administrator

Job Title:	Administrator
Reports to:	Head of Outcomes, Head of School
Salary Range:	NJC Scale: H3-H4 Dependent on accountabilities
Hours:	Pro-Rata Pay: Term-Time Only (38 weeks)

### Job Context

The Blue Tangerine Federation is a collaboration of specialist and special education schools. All three schools have Foundation status. St Luke's School and The Collett School are special educational needs schools for children with complex learning difficulties. Forest House Education Centre is a hospital school providing specialist education for young adults with complex mental health needs. The schools welcome staff of a high professional calibre and shares the responsibility with each member of staff for continual review and the development of expertise.

All post holders in the school are required to support the Executive Headteacher in the development and improvement of our school(s) by:

- Keeping children safe
- Being professional
- Committing to continual professional learning and development
- Fulfilling the expectations, responsibilities and accountabilities of your role
- Meeting your post's professional and pay-grade standards
- Being an advocate for change and championing school improvement
- Conveying a positive attitude
- Working effectively in teams
- Ensuring compliance with school and federation policies, other statutory requirements of schools, employment and the law
- Contributing to and supporting the overall aims and ethos of the school(s)

The duties and responsibilities listed in this job description are not exhaustive. The post holder is expected to accept any reasonable requests that may from time to time, be necessary.

## **Overview of the post of Administrator**

To support the school's administration needs, working to sustain and improve systems, procedures and protocols regarding best practice and statutory requirements. Directing and signposting information for stakeholders where necessary, the Administrators are usually the first port of call for parents and visitors.

## **Leadership & Strategy**

- Contribute to overall Federation strategy and policy making where required
- Contribute to all colleagues' training where required

## **You may undertake some or all of the following specific responsibilities:**

- To be wholly responsible for the admissions process for the school, acting as the school's Admissions Officer, reporting directly to the Head of School
- To manage the maintenance of pupil files and maintain MIS (Arbor) with regard to all pupil records and to attend training courses as necessary to keep up to date with the systems and ensure you are suitably trained
- To maintain Arbor and lead developments towards the school becoming 'paperless' in the management of pupil and staff records
- To manage the school reception area, including dealing with a wide range of people such as official visitors, parents, governors, contractors, staff and pupils - ensuring visitors have appropriate identification, are signed in and out and wear the appropriate badge whilst on site
- To manage the school diary appointments and correspondence where possible and relevant
- To ensure the effective management of medicines and first aid treatment of children and adults coming into the school
- To manage pupil admissions and pupil transfers in accordance with the LA policy
- To undertake administration requirements of the LA in accordance with their required deadlines (e.g. school census)
- To manage and/or supervise the organisation, administration and financial administration of school events, activities and educational visits on and off site
- To manage the catering requirements of the school
- To liaise with the premises and cleaning staff in the absence of the Bursar
- To ensure the effectiveness of pupil learning through the management and development of pupil data tracking and analysis systems in Arbor
- To work closely with leaders to develop and embed strategic and operational data analysis systems to support the school's self-evaluation and improvement process.
- To supervise the administrative and clerical processes relating to the purchase of all supplies
- To type general letters, emails or documents as necessary
- To maintain and develop the school website and other digital media as a resource to promote learning, to celebrate pupil achievement, to signpost support and information for current & prospective parents, to aid fundraising and to represent the school to the wider community.
- Use CPD and training provided to ensure skills are comprehensively and consistently applied
- To respond to incoming calls and visitors, undertaking requirements where possible and/ or signposting
- To liaise with professionals working with staff in the school
- To improve the school's methods and functionality with regard to communicating information
- To support colleagues in the use of social media as a tool for learning and engagement with parents and community

- Contribute to the development of policies and procedures
- Be responsible for the preparation, maintenance and control of stocks of materials and resources and displays
- Liaise with external agencies on a regular basis
- Undertake training with specific area of expertise to ensure that staff, parents/carers are fully trained to meet the expectations of the school
- Support pupils' transition into other specialist units, classes or schools for pupils with special educational needs
- Advise and assist pupils in the proper use and deployment of highly complex personal and learning aides and equipment

<p>Knowledge</p> <p>NVQ level 2 in numeracy &amp; literacy (or equivalent)</p> <p>Intermediate knowledge of ICT</p> <p>Intermediate knowledge of Health, wellbeing and safety</p> <p>Awareness of keeping children safe</p> <p>First Aid</p> <p>Knowledge of Data protection and confidentiality</p> <p>Understanding of SEN code of practice and disability legislation</p> <p>Understanding of the School's ethos and values</p>	<p>Competencies</p> <p>Communication (written and verbal)</p> <p>Problem Solving</p> <p>Team working</p> <p>Active Listening</p> <p>Drive</p> <p>Monitoring</p> <p>Sensitivity</p> <p>Resilience</p>
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## Equalities

Be aware of and support difference and ensure that pupils and colleagues have equality of access to opportunities to participate, learn and develop. The schools do not tolerate exploitation, prejudice or bullying with regards to learning or physical disability/difficulty, age, gender, sexual orientation, transgender, mental health, religion, nationality or ethnicity.

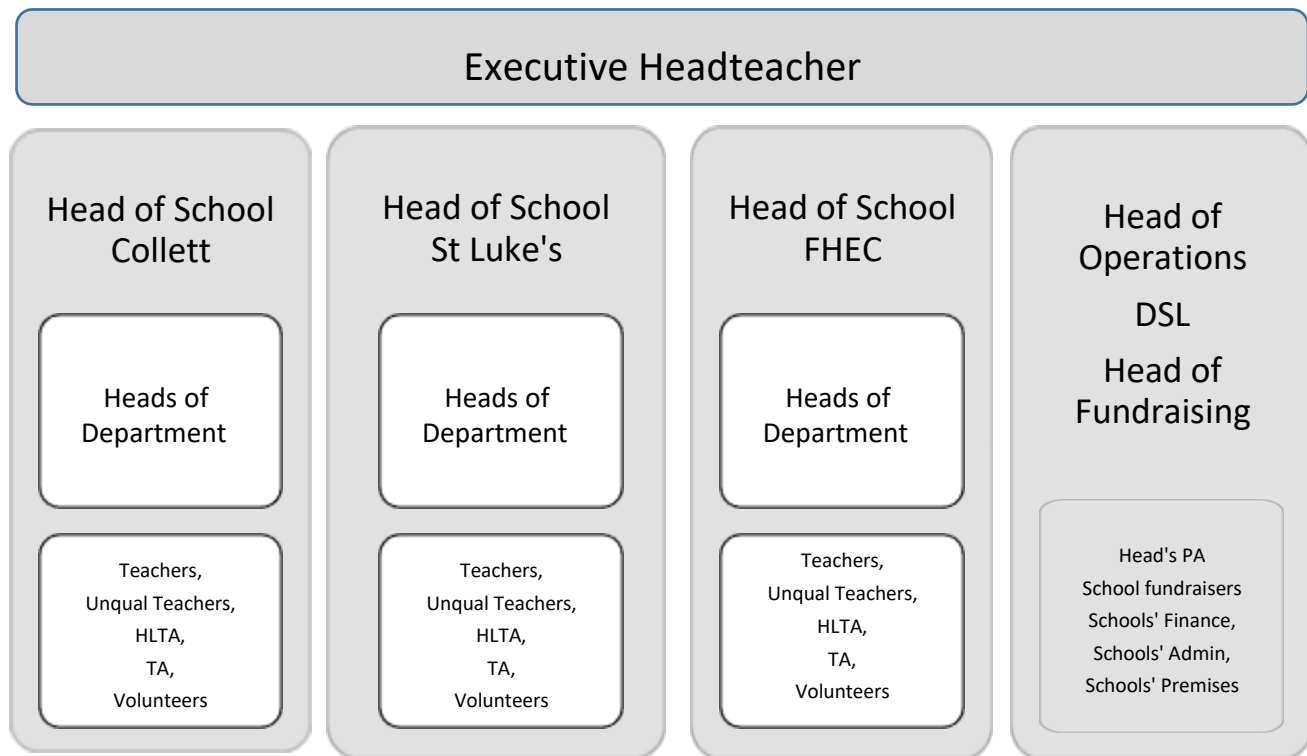
## Health and Safety

- 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.
- Follow school procedures for moving and safe handling, first aid and Hertfordshire Steps behaviour programme. Make the team aware of situations where it is not safe for you to intervene and hand over to another member of staff ensuring the child(ren)'s safety and others' well being.

## DBS – Disclosure and Baring Service

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 Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and Baring Service is in the guidance notes to the application form. Further information is available from the Executive Headteacher and the Hertfordshire 'grid' for education.

## Organisation of the School



## Contact

The jobholder works directly with adults and children and has routine and regular contact with parents/carers and with external agencies and professionals. Training and CPD opportunities are led by all groups of postholders within the school as well as external providers.

## Physical Effort

*To what extent does the job involve physical effort/strain over and above what would normally be incurred in a day to-day office environment?*

- The job is likely to involve supporting children after falls or accidents
- The use of Hertfordshire Steps behaviour support procedures, which involves guiding pupils in Stepon and within Stepup the moving and where directed, the physical restraint of pupils
- Moving and handling children and young people
- Some staff work with children requiring intimate care
- In order to undertake the post effectively, adults will be regularly moving around the school, requiring a degree of physical stamina over the course of a day

## Supervision

The frequency of meetings is determined by the school's performance appraisal policies and practice. Where performance is poor or unsafe, that member of staff will be informed and consideration of the school's competencies policies may be undertaken.

## Supervisory and Management

- The postholder is line managed by the Head of Operations
- The postholder will support the line management of others, where directed

## Working Environment

*To what extent is the job exposed to objectionable, uncomfortable or noxious conditions over and above what would normally be experienced in a day-to-day office environment?* Specialist and Special Educational Needs School posts are 'front line' positions, working with children and young adults who are vulnerable and have identified learning, mental health, physical, social and behavioural needs.

The job may likely involve you and/or other adults being in situations that children and young people hit out, kick, spit, slap, punch, throw missiles, pull clothing/hair, scream, use extreme language. The job may likely include clearing up blood or other bodily fluids of children after accident or sudden illness.

The schools' dress code is discretionary, advising colleagues to choose clothing that is suitable to the work they undertake within and/ or across the school and in other professional settings.



# Admin and Office Staff

## Standards and Competencies

### Self Audit

Exceed

Fully Met

Partly Met

Not Met

*Tick the box you feel represents your evidence e.g.*

### Organisation and Administration

Provide general administrative/financial support to the school

1

Undertake reception duties, answering telephone calls, enquiries and signing in visitors

2

Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc

3

Assist in arrangement for school trips, events etc

4

Contribute to the planning, development and organisation of support service systems/ procedures/ policies

5

Supervise, train and develop staff as appropriate

6

Provide general clerical/admin support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence

7

Maintain manual and computerised records/management information systems

8

Produce lists/ information/ data as required e.g. pupils data

9

Undertake typing and word-processing and other IT based tasks

10

Take notes at meetings

11

Sort and distribute mail

12

Undertake administrative procedures

13

Maintain and collate pupil reports

14

Undertake routine administration of school lettings and other uses of school premises

15

Analyse and evaluate data/information and produce reports/information/data as required

16

Provide personal, administrative and organisational support to other staff

17

Provide personal, administrative and organisational support to the Governing Body

18

Complete and submit complex forms, returns etc., including those to outside agencies e.g. DfE

19

Undertake the administration of Payroll systems

20

### Resources

Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet)

21

Maintain and manage stock within an agreed budget, cataloguing resources and undertaking audits as required

22

Operate uniform/snack/other 'shops' within the school

23

Provide general advice and guidance to staff, pupils and others

24

Undertake general financial administration e.g. processing orders

25

Undertake research and obtain information to inform decisions

26

Assist with procurement and sponsorship

27

Assist with marketing and promotion of the school

28

Manage administration of facilities including use of school premises

29

Undertake complex financial administration procedures

30

Assist with the planning, monitoring and evaluation of budget

31

Manage expenditure within an agreed budget

32

Be aware of and comply with policies and procedures relating to child protection, health safety and security and confidentiality, reporting all concerns to an appropriate person	33				
Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop	34				
Contribute to the overall ethos/work/aim of the school	35				
Appreciate and support the role of the other professionals	36				
Attend and participate in relevant meetings as required	37				
Participate in training and other leaning activities and performance management as required	38				