JOB DESCRIPTION

Job Title :	Admin Co-ordinator
Responsible to:	Business & Operations Manager
Grade :	E
Hours :	36 hours per week / 44.65 weeks paid per year (term time) plus one week

Key Areas of responsibility :

- To work as part of the administrative team in supporting the school in attaining its aims and objectives by providing the most effective and efficient admin service to the school.
- To provide a comprehensive, confidential administrative service to the school, supporting the development of pupils.

Important Internal Relationships include:	Students, Principal, Vice Principal, Business & Operations Manager Assistant Principals, Heads of Department, Teaching and support staff, Office Staff, Governing Body, OHCAT Staff, Premises Team
Important External Relationships include:	Parents, Local Authority, Community & local schools, Physio Team Speech & Language Team, School Nurse, Transport provider, Respite & After school care, Social Services, Psychology Service

Core tasks :

<u>Education Health Care Plans (EHCPs)</u>

- To lead on the overall administration of the EHCP process at Dysart, complying with the SEN Code of Practice and the timescales within it.
- To maintain accurate records of appropriate professionals, including email database, to ensure that appropriate emails are sent to support the smooth running of the EHCP process.
- To compile, in conjunction with the Principal, a timetable for meetings for all pupils – considering the various requirements of teaching staff, parents, external professionals and other local authorities.
- To arrange interim meetings as necessary.
- To ensure that 'Settling Reviews' are booked for all new pupils to Dysart during the Autumn term of their first year, or within their first term at Dysart.
- Maintaining an accurate and up to date spreadsheet showing the agreed progress made by all pupils against their EHCP outcomes on a 5-point scale, including those pupils outside of RBK.
- Where time-limited funding has been secured through the EHCP for an individual funding, ensure that a review is set before this funding lapses.
- To distribute dates and monitor the attendance of all invited parties at review meetings.
- To request and collate all contributions to review reports.
- To collate and distribute all documentation within two weeks prior to the meeting.
- To type the summary notes of the meetings and distribute via encrypted email.
- Under SLT direction send letters regarding pupil places to SEN caseworkers and other professionals.
- Assisting with the admissions process including, but not limited to, sending out admission packs to new families of new pupils, arranging visits and liaising with outside agencies and parents.

<u>Administration</u>

- To prepare and raise requisitions, and when necessary, chase purchase orders on receipt of authorised order requests by the appropriate budget holder, recording details of any communication.
- Completing any Value for Money forms in line with the Finance Regulations as and when necessary.
- To check agency invoices against daily staffing records to ensure accurate invoice payments are made, liaising with suppliers and central finance team where appropriate.
- To maintain petty cash and GPC (Procurement Card) logs, ensuring all paperwork and receipts are either uploaded onto the Soldo app or scanned and saved into the relevant folder on the system.
- To make SLT are aware of any significant debts owed to the school or owed by the school to others in a prompt and timely manner, checking with OHCAT finance.
- To assist in the administration and overseeing of government grants and payments to pupils where applicable for example but not exclusively Bursary process, PPG, Sports Premium, year 7 catch up etc.
- Oversee the monitoring of stationery stock levels so that teaching resources are readily available.
- To complete banking of all monies including but not limited to lunch monies, donations, etc received in relation to any school income and pay into the school bank account or prepare for collection on a fortnightly basis.
- To read and be aware of all details covered in the OHCAT Finance Policy including the day-to-day delegation/authorisation limits to ensure that all transactions are in line with the regulations. –
- To ensure that all Assets are tagged and on the asset inventory, coordinating with central finance team for the asset counts/checks on a termly basis
- To oversee and update the contracts database and ensuring it is kept up to date and working with central purchasing team to ensure value for money.
- Ensuring that any disposals are coordinated with the B&OM and logged with central finance team.
- Collating any information around insurance – keeping RPA policy and letting central team know about any insurance claims that need to be logged.
- Advising the sales ledger team as soon as possible of any changes to pupils on roll; any documents to be put onto the N drive so that any adjustments to pupil funding are made promptly by the sales ledger team.
- Assisting with any queries from the central sales ledger team and raising any expenditure requests for when necessary for any income requests (eg for lettings/rental/reimbursement of pupil equipment).
- To complete and compile the census data, ensuring that all information is up to date and understanding the potential effects on funding.
- Liaising with MIS central team, assisting with any queries that may arise.
- To undertake general secretarial duties including typing letters and arranging appointments in liaison with the Head teacher and B&OM.
- As and when necessary complete any PTA related administration tasks as directed by SLT.

<u>Trips/visits out of school including Residentials.</u>

- To process all trips / visits out of school to ensure that all necessary information is recorded.
- request from parents/carers as directed by teachers, a contribution towards class arranged visits; collecting and recording monies as received and setting up on Arbor.
- Liaising with the Business Manager to calculate the cost of residentials to parents; collecting and recording monies as received.
- Liaising with the Heads of Department / SLT to book residential trips.

<u>Filing</u>

- Organise and maintain a clear and effective filing system.
- To archive records as specified within Records and Retention documentation.

<u>Reception</u>

- To greet visitors at reception in professional and friendly manner in line with the schools ethos

and values, providing advice and information when necessary, seeking assistance if needed.

- To be aware of and remain alert to basic security of the building; ensuring that all visitors use the Entry system to sign in and receive the appropriate lanyard in relation to their visit whilst ensuring that confidentiality is maintained in the office area.
- To answer the telephone promptly and politely, taking clear and accurate messages to pass onto the relevant person as soon as practicably possible.
- Ensuring that a tidy, safe and GDPR compliant environment is always maintained.
- To transfer telephone calls promptly and efficiently recording all relating information in the appropriate places.
- To show visitors and prospective parents around the school facilities.

Lunch Duty

- To work at lunchtime within classes daily as required.

Training can include:

- Attending all whole school INSET days sessions including twilight sessions and other training as requested by SLT.

Miscellaneous can include:

- To regularly check the main school office email in box and forward all necessary emails to the relevant people; ensuring the inbox is maintained by highlighting emails actioned, deleting those not needed and keeping it organised.
- To check and update the staffing spreadsheet with any details relating to agency staff.
- To work in an organised and efficient manner, ensuring that all documents are filed.
- Reading and being aware of all details in the School Handbook; to understand and follow the principles set out in The Aims of the School and the Code of Conduct.
- Understanding and working in accordance with OHCAT's Equal Opportunities, Health & Safety, and other relevant policies.
- Undertaking other duties as required by SLT, which are commensurate with the job purpose and grading.
- Covering duties in the absence of the admin assistant.
- Maintaining a professional relationship with other members of the office team.
- Sharing OHCAT's commitment in safeguarding and promoting the welfare of children and young people.
- Always maintaining confidentiality.
- To operate a tidy desk policy with no more than five personal photo's/pictures, quotes, or objects on display.
- As an initial point of contact to visitors to the school, ensure that you maintain a professional personal appearance that is consistent with the school's ethos and values.

Whole-school responsibilities

- Participate in the performance management process agreed in school.
- To play a full and active part in the life of the school.

Signatures :

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in job requirements which are commensurate with the job title and grade in line with the school's changing needs.

Signed……. Signed ……..
Penny Jelbert (Business Manager)

Date…….. Date……

PERSON SPECIFICATION

Essential	Desirable
Qualifications	
GCSE grade A* – C English and Maths (prior to 2014) Reformed GCSE grading system, grade 9 (highest) to 4 (since 2014) or equivalent	First Aid qualification
Computer literate – must be able to use Microsoft Word, Excel and Email systems.	Attendance on a structured learning programme
Experience/Knowledge	
Knowledge and experience of working in a busy office environment and use of office equipment	Experience of working in a school office
Experience of taking meeting minutes.	
	Demonstrate a strong desire to develop knowledge of the role, learn new skills and take on new challenges.
Skills and abilities	
Ability to work constructively and collaboratively as part of a team	Knowledge of IT packages including MIS systems
Ability to work co-operatively and communicate effectively with a range of people.	
Excellent listening skills and the ability to follow instructions.	
The ability to multi task, well organised, practical and flexible approach and ability to remain calm under pressure.	
Reliable, dependable and willing to 'pitch in' at all times.	Sense of humour.
Additional Factors	
Commitment to promoting and safeguarding the welfare of children.	
Have a caring and positive nature.	
Demonstrate a high level of confidentially.	
Undergo training appropriate to the post.	