

JOB DESCRIPTION

POST: Administration Coordinator

GRADE: Grade 5 (SCP 10-15)

RELATIONSHIPS:

The post holder is accountable to the Principal in all matters relating to this post. All staff are ultimately responsible to the Chief Executive Officer (CEO). The post holder will work closely with team members and support the team when necessary.

PURPOSE:

The post holder will ensure an efficient, effective and confidential administrative service is provided to the academy, pupils, and families. They will adhere to existing working practices, methods, procedures and undertake relevant training and development. Confidentiality will be maintained at all times.

MAIN DUTIES & RESPONSIBILITIES:

- To ensure effective and efficient administration support, ensuring all deadlines are met.
- To prepare and distribute documentation, and take minutes, for all meetings as directed by the Senior Leadership Team and HR.
- To initiate contact with other agencies on behalf of the academy and parent/carers, and to liaise with all parties on a regular basis as directed by the DSL, SLT and LSTL.
- To maintain positive relationships with team members, parent/carers and outside agencies.
- To maintain high standards in record keeping, letter and report writing.

To Support the Attendance Officer:

- To assist families in ensuring that their child/ren benefits from the appropriate educational opportunities available by using appropriate interventions.
- To enforce statutory requirements in relation to attendance which will include:
 - monitoring attendance records,
 - undertaking planning meetings,
 - parenting contracts,
 - compiling evidence for legal proceedings and implementing any statutory orders that may be issued in court
 - undertaking statutory duties with regard to education supervision orders, parenting orders and issue penalty notices.
- Liaise with SLT/Inclusion Team with regard to pupils' attendance and welfare.
- To target intervention with children missing education and children missing from school triggering emergency contact and search procedures.
- To be familiar with the relevant Academy Attendance policies and procedures and provide relevant advice to parents/carers.

Longspee Secondary

Leigh Bailey-Pearce, Principal
Matt Britt, Chief Education Officer
Fay MacRitchie, Chief Executive Officer

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Ensburry Avenue, Bournemouth, Dorset, BH10 4HG



- Liaise with parents and EWS in order to complete attendance returns and analysis of "at risk" groups.
- Issue standardised correspondence to parents in relation to pupil absence.
- To ensure registers are accurate and stored safely, in line with GDPR.
- To provide analysis, trends and summaries to allow for timely interventions to be implemented to improve attendance.

To support Admissions:

- Oversee office staff communications to ensure responses to parent enquiries are timely.
- Arrange tours and support the completion of admissions paperwork.
- Liaise with the Admissions Lead of the Trust Governance & Compliance Team regarding incoming admissions referrals, including summarising need and managing statutory responses.
- Liaise with the Local Authority, and Trust Finance Manager, regarding admissions and funding.
- To accept and transfer pupils via Common Transfer procedure.

To support SEN Administration:

- To provide general administration support to the Inclusion/Pastoral Team.
- To be responsible for/support the SEND Lead in the management of Annual Review meetings; scheduling, supporting colleagues to prepare paperwork, minuting, liaising with parents/carers and outside agencies.
- Coordinate local authority transport, and parent/carers pupil drop off/collections, including scheduling and on-site logistics.

To support Child Protection:

- Assist outside agencies in the investigation of abuse, and protection/treatment of children at risk.
- Maintain effective communication and co-operation with all agencies involved in child protection.
- Compile reports that meet specified standards and timescales.

To support the People Team:

- To undertake safer recruitment training.
- Support the booking of agency staff, conducting identification checks and inductions on their arrival.
- Maintain the academy SCR.
- Support the School Workforce Census (SWFC).
- Update the employee MIS as required.
- Complete admin required for recruiting and onboarding new starters, as required.
- Ensure all resources and training are in place for a successful induction.
- Monitor probationary periods, ensuring all review meetings are held and documented in line with the policy, as required.
- To deputise for the HR Academy Lead in all administrative duties, as required.

To support Pupil Administration:

- Lead on (/Support the Data Officer/Attendance Officer with) the Pupil Census.
- Pupil administration, using both computerised and manual records including: attendance registers; updating pupil's data, production of reports and assessments.

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- To support the recording and administration of exclusions.
- To ensure safe storage of pupil files and registers, including archiving.
- To maintain the computerised (SPTO) and manual pupil assessment record system liaising with the Principal / Executive Education Team and LA as necessary to maintain statutory assessment records at Early Years Foundation Stage, Key Stage 1 and Key Stage 2.
- Liaise with SLT and Exams Officer to ensure compliant and efficient pupil assessments.
- To input and process academy-based attainment and progress data and provide reports as directed by the Inclusion Team Leader / Principal / Executive Education Team.

To support the Academy/Reception:

- To oversee the management of room bookings within the Academy by the Admin Assistant, maintaining accurate records and systems.
- To undertake general office duties including welcoming visitors and ensuring compliance with safeguarding procedures, dealing with enquiries from pupils, staff, parents and visitors, answering telephone enquiries, opening and distributing post, monitoring the academy email system.
- Providing administrative support to the Academy including booking transport for trips, all correspondence, communicating daily changes to academy sporting events and after school clubs.
- To liaise with external agencies, such as school photographer and school nurse.
- General use of the academy computer systems, including producing high quality correspondence with minimal guidance.
- To assist with the organisation of, and provide support to, academy events – including open evenings.
- To liaise with the Trust Governance & Compliance Team to support the maintenance of the Academy website.

To support the Data and Exams:

- To lead the development, management and effective use of academy data systems, including the academy's Management Information System (MIS).
- To support examination and assessment arrangements, with the examinations officer.
- To support the implementation, development, management and control of the academy MIS and other assessment systems relevant to the academy.

GENERAL:

- To promote and support AE's culture of "Together we are Courageous, Innovative, Excellent" and encourage staff and pupils to follow this example.
- To promote and safeguard the welfare of children in your care or that you come into contact with in accordance with the Trust Child Protection and Safeguarding Policy.
- To comply with, promote and act in accordance with all Trust and Academy policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality. Any issues or breaches to be reported to the Trust HR Director at the earliest opportunity.
- To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to the Trust Estates Director immediately.

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- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by updating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To identify and agree personal development objectives with your line manager.
- To be courteous to colleagues and provide a welcoming environment to visitors.

ADDITIONAL INFORMATION

Throughout the Trust it is our practice to vary the specific responsibilities in line with the needs of the Trust. This will be carried out in consultation with the post holder.

This is an outline job description only and the post holder will be expected to comply with any reasonable request from a manager to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this Job Description.

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Chief Executive Officer or nominated representative (in consultation with the post holder) to reflect the changing needs of the Trust.

Signed: **Date:**

Post Holder

One copy to be retained by member of staff and one kept on the employee's file.

Authentic Education Group is committed to providing a safe, supportive and stimulating environment for all its pupils following Keeping Children Safe in Education Guidelines. This post is exempt from the Rehabilitation of Offenders Act 1974.

Together we are Courageous, Innovative, Excellent

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