



## JOB DESCRIPTION

JOB TITLE:	Senior Administrative Officer
GRADE:	Grade E
WORKING WEEKS/ HOURS:	40 weeks; 37 hours per week
TIMES WORKED:	7.45am – 3.45pm Monday – Thursday 7.45am – 3.30pm Friday
BASE:	Office

### ORGANISATIONAL ARRANGEMENTS:

**Job holder:**

**Reports to:** **Headteacher**

---

### GENERAL STATEMENT

To represent Wildern Academy Trust in a positive manner and to treat all visitors with respect, courtesy, and consideration, to ensure that every effort is made to satisfy reasonable requirements and assist in the maintenance of an attractive welcoming campus.

To carry out duties correctly and promptly in a good working atmosphere and to assist in the creation of a safer environment by adhering to Health and Safety Regulations and agreed Codes of Practice for Wildern Academy Trust employees. Attendance at training courses may be required as part of professional updating.

---

### RESPONSIBILITIES/ACCOUNTABILITIES:

- Be responsible for the co-ordination of the office.
- To provide a confidential PA and support service for the Headteacher.
- Use SIMS for a range of reports, tasks and set ups. (End of year management etc)
- To manage a range of school email accounts, filter, respond to or distribute as appropriate to staff.
- To ensure prompt and efficient filing system is maintained.
- Organise agendas / take minutes
- Be responsible for all aspects of student admissions.
- Be responsible for all aspects of in year and main round student appeals.
- To assist the AHT and SENCO with transition admin.
- To be responsible for collating and publishing the School Development Plan & SEF.
- Book venues and catering for internal/external meetings.
- Organisation of functions.
- Have oversight for student daily attendance, maintaining an efficient and up to date system.
- Hold a First Aid certificate.
- Census input and completion.

- Deal with enquiries quickly and efficiently.
- Oversee the collection and collation of staff evidence for Threshold, UPR 2/UPR 3 pay progression
- To coordinate with the PTA.
- Such other duties as may be reasonably allocated or directed within the purview of the post.

---

## NOTES

- The School and site is open between the hours of 7.00 am and 7.00 pm and Support Staff may be asked to carry out their duties during these hours in order to meet the operational needs of the school. Those staff who may be asked to work outside these times will have a note to that effect in their job description.
- Hours of work/designated lunch times may be subject to change for operational reasons.
- All applications for leave of absence, claims for additional hours, changes to published hours of working, etc. should be agreed and processed via the HR Manager and Headteacher to enable records to be kept.
- If, at the time of interview for a post, an applicant has already booked a holiday (or other event), then that will be honoured up to six months after the starting date.
- No other holidays will be granted during term time without a very **exceptional** reason. Notice must be given in writing at least 6 working weeks in advance.
- In exceptional cases where time off is granted it will either be as
  - (a) unpaid leave, or
  - (b) time made up in lieu (by negotiation).
- There are other occasions when the Headteacher may grant leave (unpaid or time made up in lieu)
  - (a) Overtime has been worked by agreement with the Headteacher.
  - (b) To attend a special event e.g. graduation.

---

## FLEXIBILITY STATEMENT

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

---

## PERFORMANCE REVIEW (IPP)

All support staff undertake an annual Individual Performance Planning cycle (IPP) in line with school policy and practice. This postholder's IPP would be line managed and undertaken by the Headteacher.

Date Prepared: 11<sup>th</sup> May 2023

Prepared By: Mr M Jones – Headteacher

Date Reviewed:

Reviewed By: