

Role Profile: Admin Assistant with Head's PA and SCR Champion Responsibilities

Purpose

- To provide efficient administrative support systems including effective communications.
- To provide a welcoming and professional front office experience
- To be the SCR and Cognita People Champion and to undertake all compliance and administration duties
- To act as Heads PA
- To receive and deal with enquiries from internal and external sources, providing an Informative, friendly and helpful point of contact.
- To assist the Operations Manager, the School Office and Support Teams in the day-to-day operations of the School Office, and administrative services.
- Act as Coordinator for one-off events
- To be main point of contact for POM (Parents of Meoncross)

Key Accountabilities (6-8 max)

Key Accountabilities

- Be the Single Central Register (SCR) champion responsible and accountable, to the Head (in their monitoring capacity), for the update and maintenance of all relevant data on the SCR and Cognita People (including Employees, Volunteers, Self Employed individuals, Third Party Contractors etc) in line with the SCR Guidance documents, NSPCC, ISI and Safer Recruitment policy.
- Responsible and accountable, to the Head (in their monitoring capacity), for ensuring that all relevant recruitment documentation is received in full, checked and verified as compliant and filed securely in personnel files.
- Work with the relevant Recruiting Manager to obtain appropriate approval from Head Office to recruit.
- Manage and collate job applications, responses to candidates and organising of interviews as required.
- Process all other administration relating to the recruitment cycle.
- Any other ad hoc duties as requested by the Recruiting Manager.
- To be responsible for ensuring timely and accurate communications are shared with necessary stakeholders.
- Making and receiving telephone calls.
- Handling face to face queries at reception.
- Ensuring all policies around confidentiality and the safe processing of information in compliance with GDPR are upheld at all times.

Key Accountabilities

- Maintain and update personal records and parent contact details on the in school database and systems such as My Cognita, which will include regular audit and update to ensure accuracy of records.
- To maintain office records and provide administrative support.
- Ensure all pupil attendance is recorded appropriately and managed effectively.
- Ensure security procedures are upheld.
- To be a first aider and ensure good record keeping on Medical Tracker.
- In the role of Heads PA, be an ambassador for the school and promote the school to any, and all visitors including prospective parents.
- To show absolute confidentiality, tact and discretion at all times and act with integrity and sensitivity.
- To oversee and help co-ordinate room bookings and function requisition processes.
- Co-ordinate SLT Diaries in addition to that of the Head.
- To sort through incoming post addressed to Head.
- Minute meetings notes and Heads correspondence as required.
- Provide refreshments for SLT and guests.
- To maintain Heads PA inboxes in Outlook and Cognita Connect.
- To be main point of contact for POM (Parents of Meoncross) and attend any meetings.
- Managing a central register of school complaints and compliments – external and internal – and ensuring the correct people respond accordingly.
- To assist and support the school in the administration of events including, but not limited to clubs, open events, parents evenings, annual Speech Night, Macmillan Fundraiser and staff events, which may include working outside the normal work pattern from time to time.
- To make venue bookings, arrange programmes, trophies/ awards etc.
- To administer invitations to external visitors for relevant events.
- Managing and overseeing events on the day of, including problem-solving, welcoming guests, directing event set-up, communicating with staff, and organising vendors.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct.
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing.
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy.
- To engage in safeguarding training when required.

Person Specification

	Essential	Desirable
Skills	GCSE Grade C or above in Mathematics and English Language or equivalent qualification or skill level.	A Levels or equivalent, NVQ level 2 Business Administration.
Qualifications	<p>Excellent inter-personal skills, especially with children/parents.</p> <p>Good communication skills.</p> <p>The ability to work as part of a team and be a team player.</p> <p>The ability to manage workload efficiently in a busy office environment.</p> <p>The ability to handle confidential matters with discretion.</p> <p>A willingness to receive further training as appropriate to the position.</p> <p>A willingness to undergo a 3-day qualification in First Aid.</p>	<p>Excellent word processing and IT skills.</p> <p>A knowledge of SIMS or other school information systems.</p>
Experience	<p>Have relevant experience in administration systems.</p> <p>Have good knowledge of ICT.</p> <p>Be highly motivated and able to use their own initiative.</p> <p>Be able to work independently and as part of a team.</p> <p>Be positive, well organised, pro-active and energetic, with a good sense of humour.</p> <p>Have a desire to make a positive difference to the lives of young people.</p>	Working in a busy school office.
Other	<p>Willing to work flexibly as the needs and demands of school fluctuate.</p> <p>Adaptable and sensitive when dealing with challenging and sometimes demanding situations with the ability to be reflective and self-critical and to respond to feedback understanding the need for confidentiality.</p> <p>A nurturing nature which will support and develop the wellbeing of all pupils.</p> <p>Strong working ethos with a high level of commitment to the school and its values.</p> <p>Ability to work effectively as part of a team and form positive relationships with pupils, parents and carers, colleagues and the wider community.</p>	

Key Stakeholders:

Internal – Head, Operations Manager, Office Administrator, Support Teams, Teachers, SLT, Pupils.

External - School Support Centre (SSC), Parents & Visitors, Contractors and other Third Parties

The Key Accountabilities listed above are not exhaustive and may be varied from time to time as dictated by the changing needs of Cognita. In this case, any significant changes or variations will be consulted with the post holder before undertaking these responsibilities.

To be signed and dated by employee:

Signed:

Name (print):

Date: