COGNITA

Role Profile: Administration Support

Purpose

The post holder will provide support to the Head of School and school leadership team. To provide a pro-active and professional administration service for all aspects of the employee and Student life cycle in accordance with Cognita's policies and procedures. This role supports all aspects of administration to support across the school, including, but not limitedto, HR, Operations, and First Aid.

Key Accountabilities

Relationships

The post holder is responsible to the Head of School. The post holder also interacts on a professional level with other colleagues and will be required to maintain productive relationships with all key stakeholders to include Heads of School, members of the Senior Leadership Team, the pod, School Support Centre, staff, parents and contractors.

Standards and Quality Assurance

- Support the aims and ethos of the school
- Set a good example in terms of dress, punctuality and attendance
- To attend events, including Saturday Open Mornings
- To attend INSET days and participate in training and other learning activities and performance development as required
- To participate in arrangements made for appraisal.

Main Duties and Responsibilities :

- To provide administrative support throughout the recruitment, interview and appointment processes
- To liaise closely with relevant recruiting managers to support the on-boarding process all newly appointed staff, volunteers, self-employed staff, supply staff and third-party contractors
- To support new and existing staff with relevant training and compliance checks, ensuring these are up to date and completed
- Support and monitoring of the induction and probation process of all staff
- Co-ordinate IT setups for all new staff
- Support the SCR manager in updating and maintenance of relevant data on the SCR (Single Central Register) where needed
- To process leaver administration
- To have good customer service when liaising with stakeholders

Support for the School

- To assist the Head of School as required to ensure the smooth running of Polam School
- Contribute collaboratively as directed by the Head of School to support the workload of the administration team
- To respond to queries from managers, employees, non-employees and third parties
- Be aware of and comply with the School's policies and procedures, in particular those relating to child protection and the safeguarding of children, equal opportunities, health and safety, confidentiality and data protection and report any concerns to an appropriate person.

Health & Safety

The post holder is responsible for the safety of all colleagues, pupils and visitors and must ensure that:

- Resources are maintained in a safe condition for the pupils and School staff
- Staff carry out operations in accordance with School policy and departmental codes of safe working practice
- All accidents are reported to the Head of School via the School's Accident Report Form procedure
- The Head of School and Facilities Manager are kept informed of any concerns regarding Health and Safety and safe working practices.

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

Key Stakeholders:

Internal – Heads of School, Pod Finance Manager, Finance Assistant, All staff
External – Cognita School Support Centre, parents, contractors

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Person Specification

	Essential	Desirable
Qualifications	• Educated to at least GCSE level to include English and Maths •	• Secretarial/administration qualifications.
Skills	• Proficient ICT skills including Word, Excel and Outlook. • The ability to establish, maintain and up-date databases accurately • Excellent interpersonal and communication skills both orally and written • Ability to take a problem solving approach to tasks and develop and implement valid sound solutions • Excellent time management skills and experience of working to tight deadlines • Attention to detail with a high degree of accuracy	• Experience of working in and contributing to an effective team • Knowledge of Teams useful but training will be given
Experience	• Open and willingness to engage with change with a strong commitment to continuous improvement through self-evaluation, a sense of accountability and a commitment to transparency.	
Other	• An understanding of safer recruitment and safeguarding in education • Ability to communicate effectively with all stakeholders	

Signed: ……………………………………… Name (print): ………………………………..

Date: …………………………………………..