

Role Profile: Senior Administrator/ SCR Champion

Purpose

This role is primarily responsible for supporting the Headteacher and Operations Manager in the day to day running of the School. The role also involves maintaining all SCR related activities for school employees and third parties. The Senior Administrator will act as the first point of contact and provide general HR Administration support.

Key Accountabilities

SCR Duties:

- Maintain digital personnel files, updating them accordingly in line with SCR Compliance Step by Step guides, KCSIE and school / Cognita policy
- Update and maintain all relevant data on the SCR Tracker, Cognita People, ISAMs and any other school approved database (including Employees, Volunteers, Self Employed individuals, Third Party Contractors etc) in line with the SCR Compliance Step by Step guides
- Supporting staff recruitment processes, including handling of the application and shortlisting process, liaising with candidates and scheduling of interviews, preparing offers and contracts of employment, referencing, and collecting required documentation at offer stage.
- Support the Headteacher in keeping the school training matrix up-to-date and ensuring all appropriate mandatory training is assigned or booked.
- Support the Finance Manager in preparation of associated onboarding documents for monthly payroll processing i.e new starter forms as well as other general payroll forms such as overtime forms.
- Ensuring leavers have been processed accurately with completed supporting documentation.
- Act in strictest confidence at all times, paying strict adherence to GDPR guidelines

General Administration tasks:

- Oversee facility hire enquiries, including coordination of bookings via the School Hire booking system.
- Supports the general smooth running of the school office, answering the telephone, dealing with children and parents
- Taking minutes at the termly H&S committee meeting

- Supports the Heads PA with
 - the running of school events such as prize giving, sports days etc
 - greeting visitors and parents
- Interacting on a professional level with colleagues and establishing and maintaining productive relationships
- Treating all school matters with confidentiality and sensitivity

The post holder will be expected to undertake such other duties, within the general scope of the post, as may be required from time to time by the Headteacher and Operations Manager.

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	<ul style="list-style-type: none"> • Highly motivated, capable of working on own initiative • Excellent communication and inter-personal skills • Adaptable - Prepared to take on new tasks • The capacity to remain calm under pressure. • Well organised with effective time management • Discretion and confidentiality • Flexible team member • Ability to use Microsoft Word, Excel, Teams and Outlook (Intermediate proficiency) 	
Qualifications	<ul style="list-style-type: none"> • G.C.S.E's or equivalent in Maths & English 	
Experience	<ul style="list-style-type: none"> • Experience of working in an administrative support role, providing high quality and timely work 	<ul style="list-style-type: none"> • Previous school experience preferable but not essential
Other		<ul style="list-style-type: none"> • First Aid at work training • Data Protection training • NSPCC Safer Recruitment training

Key Stakeholders:

Internal – School staff, SSC team, parents

External – Third party contractors, agencies, local council, hirers

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: