



Job Description: Senior Office Administrator

The Directors and staff at the Learning for Life Education Trust schools are committed to safeguarding and promoting the welfare of children and expect all staff, volunteers and visitors to share this commitment. We are committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

Pay Scale: Grade F, Points 6-7

Line Manager: CEO/CFO

Role summary:

To complement the professional work of the trust central team by taking responsibility for administrative tasks, data management and supporting other aspects of their roles.

Key tasks and activities:

- Provide administrative assistance to the central team, being proficient in the use of Word, PowerPoint, Excel for a range of administration tasks.
- To be responsible for, and effectively utilise, Arbor, our management information system (MIS).
- To take the lead in data management for the trust central team and for the school SENCOs.
- To create, manage and manipulate information relating to finance, student or staffing information or any other service requirement, including producing bespoke reports as requested.
- To support and implement systems and processes to meet business and special educational support needs and to ensure the high quality of information held.
- To take accurate minutes for meetings including minuting meetings regarding the SEND needs of pupils and sharing with relevant staff team.
- Assisting SENCOs in submitting applications for EHCPs and HNF.
- Assist in administration of other SEND documentation, including IEPs.
- Prepare tracking data on effectiveness of interventions, assisting the SENCOs to collate, analyse and interpret assessment data, including auditing data for accuracy and investigating anomalies.
- To be responsible for tracking, reporting on and responding to pupil attendance across the trust in liaison with headteachers.
- To collect and enter assessment data for to meet statutory requirements.
- Manage the schools' preparation for the new academic year within the pupil management information system for all pupil information and ensure data is transferred securely to other schools.
- Maintain an awareness of the importance of the appropriate use of resources to minimise waste and maximise the effectiveness of financial resources.
- Arrange, co-ordinate and communicate details for meetings, training, and events, including booking meeting rooms and providing refreshments.
- Develop systems and processes to meet business needs and to ensure the high quality of information held.
- To cover school offices, when required, to contribute to the efficient administration of the trust.

- Carry out any other duties as directed by the CEO/CFO commensurate with the general level of responsibility of the post.

General:

- Build and maintain positive and constructive working relationships.
- To communicate professionally and effectively in writing and verbally.
- Maintain a confidential and discreet manner at all times and ensure that all information is managed in accordance with data protection and safeguarding requirements.
- To have proper and professional regard for the ethos, policies and practices of the trust and maintain high standards of attendance and punctuality.

Data security:

- Follow the legal provisions regulating confidentiality and security of data and information under GDPR

Health and Safety:

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Co-operate with the Trust on all issues to do with Health, Safety & Welfare.
- To work/operate all equipment within Health and Safety and other legal regulations, including risk assessments
- Contribute to the maintenance of a safe and healthy environment Continuing Professional Development:
 - In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school/academy/place of work efficiency, which may lead to improvements in the day-to-day running of the Trust
 - Undertake any necessary and identified professional development taking full advantage of any relevant training and development available, particularly when related to the use of ICT, for data management and record keeping

Child Protection and Safeguarding:

- The post holder will have a shared responsibility for safeguarding all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people.
- Inform the Designated Safeguarding Lead of any issues relating to the safety and wellbeing of students

This is a description of the main duties and responsibilities of the post. The duties may change over time as requirements and circumstances change.