

Senior Administrator Job Description

POST TITLE: **Senior Administrator** Salary scale point – 31-36

RESPONSIBLE TO: Head of People and Talent Development

LIAISON WITH: Directors; Regional Directors; Group Office Staff; Senior Leaders throughout the Group.

OVERALL RESPONSIBILITIES

To support company operations by providing Administrative support to Directors, maintaining office systems and providing assistance to the wider Group in key areas.

GENERAL DUTIES

P.A. to the Directors

- Draft, type and dispatch reports, letters, agendas and minutes/records of meetings.
- Use appropriate IT resources to aid presentations, conferences, recruitment fairs.
- Coordinate, distribute and collate relevant documentation to and from Homes and Schools.
- Observe a code of strictest confidentiality at all times.
- Provide support to the Regional and Associate Directors as required.
- Undertake other duties commensurate with the post to ensure the smooth operation of the responsibilities of the Head Office function.

Administration

- Provide historical reference by defining procedures for retention, retrieval, and disposal of records.
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- Assign and monitor administrative and secretarial responsibilities and tasks to the Administrative Support Assistant.
- Streamline processes, ensuring the team works as efficiently as possible.

Communication

- Collate correspondence (e-mail, telephone and written) from internal and external sources.
- Handle enquiries and complaints from internal and external stakeholders.
- Facilitate communication between Head Office staff and the wider company.

SPECIFIC DUTIES

P.A. to the Directors

- Facilitate Group meetings on behalf of the Directors:
 - SLT Meetings (half termly)
 - Guiding Coalition (annual conference)
 - Main Board Meetings (monthly)
 - Home and School Board meetings (monthly)
 - Leadership Training Days (2 each academic year)
 - School Operations Meetings, Care Operations Meetings (half termly)
 - Education Development Meetings (monthly) Education Operations Meetings (fortnightly)
 - Awards Day (annually)

- Administration of Head Teacher and SLT staff files, ensure Ofsted and Group Policy compliance.
- Provide administrative support to SLT for high level confidential meetings (disciplinary/appeal etc.)

Administration

- Monthly monitoring and maintenance of M6 toll tags for all senior staff.
- Monitor and maintain office supplies inventory and review and approve office supply acquisitions, in conjunction with Administrative Support personnel.
- Facilitate Group, school and home use of the Iron Mountain archiving solution.

Office Staff

- Recruitment, selection and retention of administrative staff at Group Office and in schools when required.
- Orientation and induction for new Group Office staff.
- Maintain office administrative staff job results by coaching, counselling, and disciplining employees; planning, monitoring, and appraising job results.
- Co-ordinate office staff activities to ensure maximum efficiency.

Group Policies

- Facilitate annual review and update of Group Policies used in Schools
- Publish approved policies on the Policy Portal

SAFEGUARDING

The Witherslack Group is committed to the safeguarding and promotion of the welfare of all children and young people in our care. All staff have a key role and responsibility in this area.

REVIEW

This job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the establishment in relation to the post holder's professional responsibilities, duties and grading.

ACKNOWLEDGEMENT

Employee Signature.....

(Print Name) Date

Manager Signature.....

(Print Name) Date