

Kisharon Noé School **School Administrator – Job Description and Person Specification**

Responsible to:	Headteacher/SENCO
Salary:	SCP 25 -29 Outer London (based on experience)
Hours/week:	37.5
Weeks/year:	Full-time

Purpose of Role

The School Administrator is responsible for overseeing the daily administration of the school office. They are responsible for all educational administration, together with administration of HR and recruitment, school record-keeping, school admissions, and are the first line of communication with parents/carers in this secondment position.

About Kisharon Noé School

Kisharon Noé School is a special free school with a Jewish ethos for students aged 4 – 19.

Our vision

Every child and young person with any learning disability reaches their full potential, maximises their independence and leads a fulfilling life in the community that they want to.

Our mission

- *We foster a strong and inclusive Jewish ethos that guides teaching and learning throughout the school, and welcomes students from all backgrounds*
- *We provide a safe, supportive and stimulating learning environment*
- *We nurture the innate gifts and talents – the “kisharon” – of each of our students*
- *We create personalised and cross-curricular learning journeys for our students*
- *We offer a range of therapies to enhance our students' learning*
- *We teach skills to build our students' confidence, equip them for life beyond school, connect them with high quality adult services, and prepare them for taking an active part in the community*

Our school is based in Hendon on a brand new, state-of-the-art £13.5 million campus. The school currently has 77 students.

The school caters for pupils with a wide range of educational needs, from moderate learning difficulties and autistic spectrum disorders to more severe and profound learning difficulties, as well as physical disabilities.

School Administrator – Role and Responsibilities

Key responsibilities include, but are not limited to, those set out in the following list.

System Management

- Ensure that effective and appropriate systems are developed, implemented, maintained and monitored when supporting the schools' practices and procedures
- Ensure the efficient management of the statutory obligations to those students who

have special educational needs

Educational administration

- Collate and submit information required by the Department for Education and local authorities
- Coordinate the annual review process for pupils including the following procedures:
 - Manage arrangements and liaise with outside agencies and feeder or destination schools on SEN matters such as student transfer, assessment and external support
 - Ensure meetings and events are arranged and prepared for in a timely manner and are serviced and recorded appropriately and accurately
 - Distribute appropriate information prior to meetings
 - Support communication with parents with regard to SEND annual reviews
 - To ensure documents are produced and formatted to school standards and within deadlines
- Collate pupil assessment data
- Collate relevant school data regarding staff and pupils attendance and incidents
- Coordinate parents' evenings and end of year reports
- Coordinate the training schedule, training records and performance review process for school staff
- Provide administrative support to the Headteacher and Senior Leadership Team
- Ensure school policies are managed and updated in accordance with the annual schedule
- Ensure that the school's website is kept up-to-date and compliant with statutory requirements
- Provide cover for the reception area as and when required
- Word processing of letters, documents, purchase orders and reports as required
- Develop and promote high standards throughout the school community
- To provide assistance to other staff within the Admin Team/School

Administration of HR and recruitment

- Maintain the school's absence records for all staff, providing reports and coordinating cover when required
- Support the Headteacher with coordination of staff recruitment, in liaison with Kisharon's HR team
- Manage the new starter process in line with Safer Recruitment, and coordinate induction training for all new staff
- Manage the Single Central Record, ensuring that it is up-to-date and in line with safeguarding requirements
- Process Disclosure & Barring Service (DBS) checks and track DBS renewals
- Liaise closely with Kisharon's Senior HR Adviser as required

Record-keeping

- Act as custodian of the school's management information system for pupils and staff
- Keep all records in accordance with the school's record retention schedule and with data protection law
- Keep an up-to-date schedule of school policies, and coordinate their timely review and approval

Communication with parents/carers

- In partnership with the Headteacher, send out regular updates to parents/carers
- Ensure that parents/carers receive all the necessary information related to school dates, policies and their child's education, and send back information requested of them

Admissions

- Manage the pupil recruitment and admissions process, including open days and individual visits, and act as the first point of contact for prospective pupils and their parents/carers
- Provide administrative support to appeal processes, where required
- Request, collate and record information of pupils transferring from other schools
- Administer applications for mid-year transfers into the school
- Provide information requested about pupils transferring to other schools
- Support Headteacher with the processing of referrals and consultation for special schools panel

IT administration

- Liaise with the school's external IT support provider, ensuring day-to-day issues are addressed and solved in a timely way

Management of school transport

- Liaise with local authority school transport departments
- Coordinate and submit the school's annual travel plan

Data protection

- Be aware of the school's responsibilities under the Data Protection Act 2018 for the security, accuracy and relevance of personal data held, and ensure that all administrative and financial processes comply with these
- Maintain data records and archive systems in accordance with school policy and statutory requirements
- Manage FOI requests

Safeguarding and child protection

- Be fully aware of and understand duties and responsibilities arising from the Children's Act 2004 and Keeping Children Safe in Education 2020 in relation to child protection and safeguarding children and young people, as this applies to the role within the school
- Be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the role
- Ensure that the Designated Safeguarding Lead is made aware and kept fully informed of any concerns which the postholder may have in relation to safeguarding and/or child protection

Other

- Provide cover for school support staff, when needed and where appropriate – e.g. lunch duties
- First aid duties
- Cover for Reception during times of absence

Expectations of staff at Kisharon Noé School

- Promote an environment that safeguards and protects pupils and when necessary take responsibility for ensuring the appropriate child protection procedures are followed
- Report to members of the senior leadership team any concerns which arise through contact with children in line with the school's 'anti bullying' and 'child protection' policies.
- Be familiar with and uphold safeguarding requirements and safer recruitment processes as outlined in the document [Keeping Children Safe in Education](#), and comply with its requirements to safeguard and protect the welfare of children and young people
- Support the vision, mission and ethos of the school
- Maintain high professional standards of attendance, punctuality, appearance and conduct

- Ensure positive courteous relations with pupils, parents and colleagues
- Participate in the school's performance management process
- Attend whole school meetings, Inset days and staff development sessions as required.
- Participate in professional development activities – both self-directed and as directed by the Senior Leadership Team
- Participate actively in a range of school activities
- Have a good understanding of H&S regulations and take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omission
- Demonstrate commitment to promoting the principles of equality, diversity and inclusion
- Uphold their responsibilities in line with the General Data Protection Regulation and Data Protection Act
- Undertake any other reasonable duties as requested by the Headteacher

This Job Description is not necessarily a comprehensive definition of the post; duties may change to meet the evolving needs of the school. The description may be reviewed at intervals and be subject to modification at any time after consultation with the post holder.

School Administrator – Person Specification

Criteria	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> ● Education to GCSE-level, including Maths and English (or equivalent) ● To be prepared to undertake a First Aid Qualification if one is not held 	<ul style="list-style-type: none"> ● Relevant professional qualification in administration/business management ● First Aid Certificate
Experience	<ul style="list-style-type: none"> ● Working in a school office environment ● Developing and managing administrative systems, including HR processes ● Using school management information systems 	<ul style="list-style-type: none"> ● Using Scholar Pack ● Leading and motivating staff
Skills and knowledge	<ul style="list-style-type: none"> ● Extensive knowledge of administrative processes and procedures in schools ● Awareness of the importance of confidentiality and data protection ● Ability to build effective working relationships with a wide range of people ● Highly effective communication and interpersonal skills ● Excellent literacy skills ● Good numeracy skills ● Ability to adapt writing style to different audiences ● Excellent planning and organisation skills ● Excellent attention to detail ● Ability to work independently and as part of a small office team ● Competent use of IT packages, including Microsoft Office and school management information systems 	
Personal qualities	<ul style="list-style-type: none"> ● Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils 	



	<ul style="list-style-type: none">● Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school● Ability to work flexibly under pressure and prioritise effectively● Commitment to maintaining confidentiality● Commitment to safeguarding● Champions equality, diversity and inclusion● Embraces change	
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KISHARON ENTERPRISES AND KISHARON NOÉ SCHOOL ARE COMMITTED TO SAFEGUARDING THE WELFARE OF CHILDREN AND VULNERABLE ADULTS AND EXPECTS ALL STAFF TO SHARE THIS COMMITMENT.

This job description has been received and agreed by:

Name of postholder: _____ **Signature:** _____ **Date:** _____