

Job Description: Sector Administrator

Post title:	Sector Administrator
Pay range:	G8
Reporting to:	School Business Manager
Line management and supervisory responsibilities:	n/a
Teaching Commitment	n/a
Key purpose of the post:	
<ul style="list-style-type: none"> To provide effective and efficient management of administration and secretarial duties, as allocated by the SBM and Leadership Team To manage pupil files (paper and electronic) as agreed with the Leadership Team To ensure that the Safeguarding files and pupil files are compliant with statutory and school policies To support the successful operation of the OHS management information system, under the direction of the SBM To manage and oversee links with other agencies such as pupil transport systems and/or wider MDTs as agreed by the Leadership Team To undertake appropriate staff development in accordance with the needs of the School and Staff Development Policy. To deputise and provide support for other administrative staff across the OHS 	
Specific roles/responsibilities of the post:	
<ul style="list-style-type: none"> Manage and liaise with relevant professionals (internal and external) to ensure appropriate provision is put in place, under the direction of the Leader of Learning Maintain sector based systems and processes necessary for securing high quality provision for all pupils Operate OHS ICT packages including the management information system, and Google products. In conjunction with the Leader of Learning carry out various administrative tasks associated with the programme. Independent working is required. Provide reports and analyse data for the Leadership Team, Senior Leadership Team and Head teacher. Provide information to staff, pupils, parents, schools and other professionals. Collect feedback data from parents and schools and present analysis for senior staff and governors. Provide pupil monitoring reports as required by the Headteacher Support the Leader of Learning, teachers, support staff and associate teachers (working remotely) in terms of their administration needs. Contribute to the planning, development and organisation of sector systems, procedures and policies. Provide the SBM with administrative support when required. Contribute to the development of procedures and processes to ensure the smooth running of the OHS 	
Finance	
<ul style="list-style-type: none"> Work with the SBM and Leader of Learning to support any necessary invoicing systems 	
Administrative support	

- Support the sector by undertaking the following administrative tasks
 - Answering the telephone
 - Dealing with queries / visitors to the premises
 - General administrative duties as directed by the School Business Manager and Leader of Learning
 - Maintain and update the management information system, as required
 - Support all teaching staff in terms of their administrative needs
 - Undertake filing, photocopying, typing, minutes taking, responding to relevant emails as directed.

In addition to the specific responsibilities outlined above, the post holder will be expected to:

- Treat people fairly, equitably, and with dignity and respect to create and maintain a positive school culture
- Support the aims and ethos of the school
- Set a good example in terms of dress, punctuality and attendance
- Take on any additional responsibilities which might from time to time be agreed with the Headteacher
- Build strong links with parents and carers
- Uphold the school's behaviour code
- Participate in and where appropriate lead staff training
- Attend and where appropriate lead team, and staff meetings
- Develop strong links with governors, LA support teams, outside agencies, and neighbouring schools
- Take appropriate responsibility for own health, safety and welfare