

Job Title: Virtual School Administrator	Role Profile Number: AO00076
Grade: L Salary:	Date Evaluated:
Directorate/Group: Education	Reporting to: Virtual School Headteacher

Job Purpose

Under the guidance of senior staff, be responsible for undertaking administrative, financial, organisational processes within the school. Assist with the planning and development of support services in a school context that is subject to regular change. Promote the highest standards of business ethos within the administrative function of the school. Strategically ensure the most effective use of resources in support of the school's learning objectives.

Key Accountabilities

- Manage manual and computerised record/information systems, including for finance, pupils educational progress and attainment, personal education planning and ensure the systems and procedures are fit for purpose and up to date.
- This will include devising new systems or revising existing systems as required and supporting and administering the School's financial/administrative systems and processes on a day to day basis
- Analyse and evaluate data/information and produce reports/information/data as required.
- Complete and submit complex forms, returns etc, including those to outside agencies e.g. DFE/Ofsted/CPAB.
- Undertake report and letter writing, minute taking, typing, word processing and complex IT based tasks.
- Provide personal, confidential, administrative and organisational support to senior staff and the School's head teacher.
- Undertake complex financial administration procedures.
- Assist with the planning, monitoring and evaluation of budgets.
- Comply with and assist with the development of policies and procedure relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.

- Establish constructive relationship and communicate with other agencies/professionals.
- Attend and participate in regular meetings and chair meetings.
- Participate in training and other learning activities and performance development as required.

Knowledge & Experience

Minimum

- Educated to NVQ3 level/GCSE
- Excellent organisational skills and ability to work to deadlines
- Excellent interpersonal skills and ability to negotiate with different groups, such as designated teacher and middle managers, social workers and carers.
- Excellent written and oral skills, including ICT and presentation skills
- High levels of IT skills in all Microsoft Office packages, web based packages and a range of databases.
- Ability to set up, review data/information systems to enable robust collation and interpretation of statistics and qualitative information
- Work constructively as part of a team, understanding school roles and responsibilities and own position within these.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Understand the importance of applying financial and data protection policies and procedures and the need for transparency and accountability
- Display commitment to the protection and safeguarding of children and young people.
- Demonstrate a commitment to constantly assessing, evaluating and improving working practices and processes
- Ability to be pro-active, work under pressure at times and meet strict deadlines
- Ability to handle sensitive and confidential information appropriately

Preferred

- A sound knowledge of educational progress and attainment
- Experience of working with senior leaders in schools and other professionals in both supportive and challenging situations.
- An understanding of the barriers and issues that impact on the education of children in care
- Experience within an education and/or social care environment.
- Evidence of successfully delivering outcomes in relevant department.
- A good understanding of databases and systems
- Evidence of continuing professional development.

Decision Making

- Ability to prioritise own workload to ensure all tasks are completed within given timeframes and escalating any issues to Headteacher when appropriate

- Ability to prioritise access to the Headteacher/Lead Consultant via effective diary management
- Ability to triage requests for service and queries to determine whether the Virtual School can provide adequate resolution or whether signposting to a relevant officer/local authority service is required.

<p><u>Job Scope</u></p> <p>Number and types of jobs managed</p> <p>None</p>	<p>Assets:</p>
---	-----------------------

Contacts and Relationships

- Daily contact with Headteacher /other members of the Virtual School team
- Regular contact with Senior Leadership Teams and colleagues
- Regular contact with business support staff from other business support teams
- Frequent contact with suppliers e.g. stationery, postal courier services etc, training venues and dealing directly with any issues arising
- Contact with Cabinet and Elected Members, senior officers from across the organisation, external partners including the Swindon Capita Partnership, other Local Authorities and external organisations
- Members of the public regarding issues such as complaints, service issues etc.

Values and Behaviours

We strive to underpin our culture through strong management and authentic leadership, this means getting the management basics right, and ensuring what we commit to individually and collectively, we own and demonstrate accountability aiming to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, this means in our work we are:

Connected: We put Swindon and its people at the heart of everything we do.

We display a communication and behaviour style that promotes a positive Council identity in connecting with residents, customers, colleagues and other stakeholders ensuring a partnership approach to delivering our vision. Always asking, “is what I am doing in the best interests of Swindon and its people,”?

Resilient: We are forward thinking and work smart

We seek to identify where things can be improved, ensuring this learning is embedded, evaluated and built upon through a strong approach to continuous organisational development.

Brave: We respect and work together with our colleagues and customers to achieve success

We act in an emotionally intelligent way, setting positive examples around accountability, risk and governance. This will be delivered through developing ourselves and our teams to achieve the highest possible levels of productivity and performance.

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name::
Date:	