

SUPPORT STAFF

JOB DESCRIPTION

ROLE TITLE	RISE Senior Admin Officer
CONTRACTED HOURS	37 hours per week / 40 weeks per year (8:00am – 4:30pm Mondays, 8.00am to 3.45pm Tues-Fri – 30 min break)
GRADE / SCALE POINT – SALARY	Scale 4
REPORTING TO	Senior Leadership Team

INTRODUCTION

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

JOB PURPOSE

To act as the senior administrator within the school, providing high-quality clerical and administrative support to ensure the smooth running of school operations. A key focus of this role is to manage and coordinate all administrative tasks related to the Department for Education (DfE) RISE Attendance and Behaviour Hub, ensuring compliance with reporting requirements and supporting the delivery of hub activities. In addition, the postholder will provide proactive administrative support to the Senior Leadership Team (SLT), contributing to the efficient management of school priorities and initiatives.

KEY TASKS & RESPONSIBILITIES

DfE RISE Attendance & Behaviour Hub Administration:

- Act as the primary administrative lead for the DfE RISE Attendance and Behaviour Hub, ensuring all documentation, reports, and data submissions are accurate and completed within deadlines.
- Co-ordinate meetings, events, and training sessions related to the Hub, including booking venues, preparing agendas, and distributing materials.
- Maintain detailed records of attendance and behaviour initiatives, tracking progress and impact for reporting to the DfE and senior leaders.
- Liaise with partner schools and external stakeholders involved in the Hub, ensuring smooth communication and timely exchange of information.
- Support the collation and analysis of attendance and behaviour data, producing reports for SLT and external agencies as required.

Senior Leadership Team (SLT) Support:

- Provide high-level administrative support to SLT, including diary management, meeting coordination, and preparation of reports and presentations.
- Assist with the organisation of school-wide initiatives, events, and compliance tasks as directed by SLT.
- Handle confidential information with discretion and maintain accurate records in line with school policies.

Office Management & Staff Supervision:

- Ensure efficient office systems and procedures are in place and regularly reviewed for effectiveness.

- Act as a point of escalation for complex queries from staff, parents, and external agencies.

General Administration:

- Oversee key administrative processes such as ParentPay management, school trips coordination, and communication with parents/carers.
- Maintain accurate records for admissions, attendance, and student data, ensuring compliance with statutory requirements.
- Provide backup support for reception duties and other office functions as needed.

Health, Safety & Compliance:

- Follow safeguarding and data protection procedures at all times.
- Act as a first aider and complete accident reports as required.

Additional Duties:

- Attend First Aid training and carry out first aid duties as and when required.
- Undertake any other reasonable tasks requested by the Headteacher or SLT to support the smooth running of the school.

SAFEGUARDING

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

GENERAL

1. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested by the line manager or a member of the Senior Leadership or Trust Executive Leadership Teams which fall within the scope of the post.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
KNOWLEDGE		
Technical or Specialist	<ul style="list-style-type: none"> NVQ or equivalent in a relevant subject 	
Literacy and Numeracy	<ul style="list-style-type: none"> Secondary education up to GCSE level or equivalent Demonstrable experience in successfully carrying out a range of administrative/financial procedures Ability to set out letters / documents and to use grammar correctly Able to carry out reasonably complex calculations accurately High level computer literacy Able to maintain routine records e.g. school meals, sale of tickets, supplies. 	<ul style="list-style-type: none"> Knowledge of computer system relevant to the school
Organisational		<ul style="list-style-type: none"> Knowledge of basic health & safety responsibilities and safeguarding procedures Knowledge of school administrative procedures e.g. ordering / incoming and outgoing post
Equipment / Materials	<ul style="list-style-type: none"> High level, accurate keyboard skills. Able to use / operate general office equipment e.g. printers, photocopiers, binders, computers 	
Research	<ul style="list-style-type: none"> Able to use the internet effectively for routine research 	<ul style="list-style-type: none"> Broad understanding of government initiatives and their impact on the school
Problem Solving	<ul style="list-style-type: none"> Ability to check stock deliveries accurately Identify variations from accepted patterns or missing documentation or other unusual aspects and investigate or refer upwards 	
Planning	<ul style="list-style-type: none"> Organised and methodical approach to finance related school activities e.g. transition and sports days, trips, awards evenings Ability to prioritise own workload and that of junior staff colleagues 	
Interpersonal and Communication	<ul style="list-style-type: none"> Tact and diplomacy second nature Articulate with a good grasp of the English language Ability to remain calm under pressure 	

	<ul style="list-style-type: none"> • Patience and tolerance when dealing with parents / pupils who may be upset or appear unreasonable • Understanding of the necessity and ability to maintain absolutely confidentiality • Pleasant and helpful telephone and face-to-face manner • Ability to function effectively as part of a team 	
Keyboard	<ul style="list-style-type: none"> • High level keyboard skills 	
Manual Skills	<ul style="list-style-type: none"> • Routine manual handling skills 	
Level of Autonomy	<ul style="list-style-type: none"> • Able to make day-to-day decisions about own workload, within clear guidelines and procedures. • Able and willing to use own initiative in solving semi-routine tasks. Know and understand when to refer upwards. 	