

### Job Purpose:

- To oversee the daily administration of the school offices including the line management of administrative staff.
- To set priorities and identify and implement best practices and organisational efficiencies.
- To provide a comprehensive administrative and secretarial service to the School and undertake the secretarial and administrative work required by the Deputy Head, Teaching & Learning and Deputy Head, Character Development.

### Responsible to:

The Bursar

### Skills required:

- Ability to lead, operate, maintain and develop the administrative procedures and systems of the school, in co-operation with the Senior Leadership Team.
- An ability to work with minimal supervision and direction as well as multi-task and use initiative.
- Energy and willingness to work calmly in a busy environment, as a member of a team or as an individual, with a flexible approach to work to meet changing demands.
- Experience of supervising staff and delegating duties.
- Able to form close working relationships with the Deputy Heads and other key personnel.
- Ability to provide excellent service to parents and other external customers.
- Confidential approach to all information and situations.
- Flexible and adaptable approach to working with changing priorities, providing support to others at short notice, on any NSB site.
- Willingness to act as a higher first aider for staff and pupils
- Proficient in the use of Microsoft Office.
- Proficient in the use of the school's Management Information System (desirable).

## Core Duties and Responsibilities:

### Office Management

- Co-ordinate and manage administrative workflows throughout the school, ensuring deadlines are met.
- Managing the distribution of office tasks across school offices, identifying and implementing common working practices wherever possible.
- Managing and training members of the school administration team, developing expertise on systems and processes.
- Identifying and implementing efficiencies in time and working practices.

With the assistance of the Junior School Secretary and Senior School Secretary across all sites:

### Administrative

- Providing secretarial support for the staff, with specific support to the Senior School Deputy Heads.
- General office tasks to promote the smooth running of the school including incoming mail, filing confidential student information, photocopying, shredding and maintaining adequate stationery stocks with regard to financial budgets.
- Responsible for the efficient running of the photocopiers and other office equipment, liaising with IT and engineers as and when required.
- Typing, assembling and distributing information to parents including letters, school handbooks and new starter information packs.
- Assisting with the preparation of termly reports to parents.
- Organising parents' evenings.
- Producing programmes for concerts, productions, carol services, sports events and School events as required.
- Assisting in the preparation for and attendance of pupil recruitment activities including Open Mornings.

### Pupil data and attendance records

- Maintain all hard and soft copy records associated with pupils, managing record retention and archiving in line with associated policies and legislation, including GDPR.
- Attendance register monitoring and updating twice daily with timely reporting to SLT, to ensure compliance with school policy. Report to Form Tutors on a regular basis and co-ordinate the returns and update system accordingly.
- Prepare and action end of year annual academic roll over of data systems, coordinating with the Finance department.

## Pastoral

- Ensuring the general welfare and pastoral duties associated with the care of boys is maximised, which may include basic First Aid (subject to an appropriate qualification).
- Liaising with parents and children regarding illnesses and confirming reasons for unauthorised absence.
- Liaising with all staff regarding booking of events and other school calendar dates, co-ordinating arrangements throughout the school.
- Ensuring there is an up-to-date record of medical/allergy information for every pupil.
- Be aware of specific medical/allergy information per pupil and informing the Catering Manager (Thomas Franks).
- Controlling and administering the storage of prescribed medicines as directed.
- Ensuring the contents of all First Aid boxes are monitored and refreshed throughout the school.

## Finance and Estates

- Managing and accounting for petty cash at the Senior School.
- Raising and sending purchase orders from requisitions using Sage50.
- Checking goods received against approved orders and completing the order.
- Liaising with suppliers and staff during the order process.
- Keeping a daily record of cash/cheques posted in or hand delivered to the office and banking of same on a weekly basis.
- Ordering buses for lessons, fixtures and trips, and maintaining a record of cancellation or changes to requirements, co-ordinating with the Junior School.
- Using Evolve, responding to related queries from parents.
- Receive and bank cash receipts from Thomas Franks tuck shop takings.
- Liaising with Estates Manager & caretaker/cleaning staff re events and inter-site deliveries.

## General

- Ensuring the safety and well-being of children and young people at the School by adhering to and complying with the School's ***Safeguarding and Child Protection Policy*** at all times.
- Attending open mornings, training and staff INSET sessions as required.
- Adhering at all times to health and safety legislation, and school policies and procedures, to ensure personal safety and that of colleagues as well as pupils, staff and visitors.
- Liaising with cleaning/caretaking staff re events.
- Carrying out any other reasonable duties as requested.

***Newcastle School for Boys is committed to safeguarding and promoting the welfare of children and young people. In order to meet this responsibility, we follow a rigorous selection process. All successful candidates will be subject to an enhanced Disclosure and Barring Service check and other required pre-employment checks.***