



Federation of
Westminster Special Schools
& Bi-Borough Inclusion Service



Associate Executive Head
Pam Jones

**Head of the Bi-Borough Inclusion
Service**
Anna Selwyn

Headteacher
Pamela Murphy
Kennet Road, W9 3LG
020 7641 5825
office@qe2cp.westminster.sch.uk

Headteacher
Claire Shepherd
Garway Road, W2 4PH
020 7221 3454
admin@qe2cp.westminster.sch.uk

Post Title: School Administration Officer
Location: QEII School, Kennet Road, W9 3LG
Pay range: Band 1 steps 5 – 7
FTE £31,884 - £34,275, (Pro rata £29,659.19 -
£31,883.35 for term time + 3 weeks)
Hours: 36 hours per week, school term time only, plus
three weeks (by arrangement in the school
holidays)

Background information:

The successful candidate will be working as part of a busy and friendly school team at Queen Elizabeth II Jubilee School (QEII) and as part of the Federation-wide Business Support Team for the Federation of Westminster Special Schools.

You will be joining a team who work flexibly to deliver a range of support services for our special school, while retaining and developing area specialism for their post.

For this vacancy we are looking for the right candidate to manage the front reception office and lead on all student related aspects of school administration, working alongside colleagues with specific responsibility for finance and HR administration.

This may be building on skills and experience you already have and are keen to use in a new context or developing your current role/experience to lead on developing innovative services for our learners, families and staff.

Further details can be obtained by contacting the school to arrange an informal conversation, if interested applicants would find that useful. Please contact:
qe2hr@qe2cp.westminster.sch.uk

All staff are expected to be flexible and to work together/be ready to cover colleagues as required.

Main purpose of the job:

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- At the direction of the Headteacher and senior leadership team, to be responsible for undertaking clerical, administrative, financial and organisational processes within the school.
- To manage the school reception safely, including calls and visitor management.
- Assist with the planning and development of the Federation's business support services.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.
- To project a professional image of the school at all times
- Maintain strict confidentiality regarding sensitive and proprietary information at all times.
- To willing and able to attend any of the school/Federation sites as directed

Main Responsibilities:

Organisation

- To undertake reception duties, answering telephone calls, managing face-to-face enquiries and signing in of visitors and adhering to and managing safeguarding procedures in regard to everyone coming on to the school site. This may be a daily feature
- Contribute to the planning, development and organisation of support service systems, procedures and policies.
- Manage the daily cover (acting as 'cover manager') liaising with agencies and school leaders to manage the school's daily and longer term staffing needs
- Administration of the school's HR processes; Single Central Register (SCR), monitoring sickness and absences, recruitment and starter/leaver processes. Prioritising confidentiality and staff welfare/well-being.
- Support school leaders in the administration of all staff training including keeping accurate records of all training.
- Supervise, train and develop staff as appropriate.
- Comply with and assist with the development of policies and procedures relating to health and safety, safeguarding of pupils, security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support diversity and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school and Federation

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- Establish constructive relationships and communicate with other agencies/professionals as necessary
- Attend and participate in meetings as required
- Maintain the website regularly, ensuring it is compliant and up to date with school/federation information
- Provide administrative support that is commentative with the role.

Administration:

- Provide general clerical/admin support e.g. photocopying, filing, managing email inboxes/accounts, completing standard forms, and respond to routine correspondence.
- Provide administrative support to the senior leadership team including aspects of the administration of the EHCP Review process (Education Health and Care Plan) within statutory deadlines.
- Manage the admission process for new learners.
- Act as the first point of contact for new parents/carers ensuring all relevant documentation and contact information is supplied, that parents/carers are fully aware of school procedures such as home school agreements, privacy agreements and photo and medication consent and liaise with previous schools to ensure all relevant documentation relating to a previous child/young person is provided to the school.
- Undertake word processing, excel and other ICT based tasks
- Manage manual and computerised record and school information systems.
- Analyse and evaluate data and information and produce reports, information and data as required.
- Provide administrative support for school trips and events, including handling monies.
- Provide administrative and organisational support to other staff.
- Undertake routine administration of Federation and school lettings and other use of Federation facilities.
- Complete more complex forms and returns including those to outside agencies e.g. LA, DfE.
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Resources:

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- Operate relevant equipment and complex ICT packages
 - Monitor and maintain stocks and supplies, cataloguing resources and distributing as required.
 - Maintain and collate pupil records in a secure and confidential manner, including pupil records using SIMS
 - Provide advice and guidance to staff, pupils and others, as appropriate.
 - Undertake clerical and administrative tasks to assist with procurement.
 - Assist with marketing and promotion of the Federation and the school.
- Undertake general financial administration procedures e.g. processing orders.

Person Specification

Education & training

1. Good level of literacy and numeracy skills.
2. Good level of competency using word processing, managing spreadsheets and databases.

Experience

3. Experience of clerical and administrative work.
4. Experience of managing a reception area.

Knowledge, skills and abilities

5. Ability to communicate effectively, both orally and in writing.
6. Ability to work collaboratively with colleagues within the organisation and with colleagues in other organisations.
7. Ability to handle confidential information securely.
8. Ability to respect and value the different experiences, ideas and backgrounds others can bring to work and to teams
9. Be resilient and demonstrate ability to work well under pressure.
10. Willingness to work within organisational procedures, processes and to meet required standards for the role.
11. Reflective and learns from past experiences
12. The ability to be systematic in keeping appropriate electronic and manual records, as required.
13. The ability to develop a work routine that systematically covers all aspects of the post.
14. The ability to work without supervision and to given timescales.



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15. The ability to work positively with all members of the school and wider community.
16. The ability to maintain confidentiality over matters relating to the school, pupils, staff or parents.
17. A commitment to further professional training and development.
18. Commitment to the protection and safeguarding of children and young people.

At the Federation of Westminster Special Schools, we are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

In line with KCSIE September 2024, an online search will be conducted as part of our due diligence checks on shortlisted candidates.

DBS:

Because of the nature of the job, it will be necessary for an Enhanced criminal record Disclosure to be undertaken (DBS). Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind overs or cautions and, if so, for which offences, this post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exceptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the school. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment