

## Job Advert



# Blossom Lower School and Upper House

(for pupils aged 3 – 19)

Station Road, Motspur Park, New Malden, KT3 6JJ

Tel: 020 8946 7348 Fax: 020 8944 5848

Email: [admin@blossomhouseschool.co.uk](mailto:admin@blossomhouseschool.co.uk)

Website: [www.blossomhouseschool.co.uk](http://www.blossomhouseschool.co.uk)

## Head of Administration

Blossom House is an Ofsted-rated “Outstanding” specialist school for children aged 3 – 19 years of age with speech, language and communication difficulties. We are rapidly expanding and are therefore seeking to appoint a Head of Administration to manage the delivery of an effective administration service across all sites.

### The role:

Working in a highly professional manner, you and your team will be the face of the school to external stakeholders. You will support the school across sites in achieving positive and effective lines of communication, managing the development and implementation of an effective administrative support service and overseeing administrative staff.

### We offer:

- A friendly, nurturing environment in a newly refurbished building.
- Close to a good transport network and on-site free parking is available.
- Support from an enthusiastic and dedicated team of established and experienced staff.
- Competitive salaries and generous staff benefits.

### The ideal candidate will have:

- Worked at a senior level in an office environment.
- Ability to work under pressure and within deadlines.
- Experience in managing, supervising, training and developing administrative staff.
- The ability to effectively implement processes and procedures across sites, using your excellent written and verbal communication skills.
- A natural ability to communicate well across all levels of staff and with parents/carers and external agencies.
- Knowledge using a range of IT systems (including Microsoft packages).
- Work constructively as part of a team, understanding school roles and responsibilities and own position within these.

**The role is a Permanent,  
Monday to Friday, 08:30 – 17:00  
8 weeks holiday per annum**

**Salary:** £38,200 - £40,900 depending on skills and experience  
**Closing date:** 16<sup>th</sup> August 2022  
**To start:** September / October 2022

If you wish to apply for the post, please download the application form from the school website: [www.blossomhouseschool.co.uk/vacancies](http://www.blossomhouseschool.co.uk/vacancies) and email the completed application form detailing how you meet the requirements of the person specification along with the recruitment activity (on the last page of the advert) to [recruitment@blossomhouseschool.co.uk](mailto:recruitment@blossomhouseschool.co.uk) by the closing date.

*Blossom House School is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including an Enhanced DBS check, the disclosure of criminal records and vetting checks.*

*We can only shortlist based on completed applications and not CV's alone.*

## Job Description – Head of Administration

|                          |   |
|--------------------------|---|
| <b>Job Title:</b>        | Head of Administration                                    |
| <b>Reports to:</b>       | The Principal   |
| <b>Location:</b>         | Primarily Motspur Park with regular travel to other sites |
| <b>Contract term:</b>    | Permanent, Full-time (8 weeks holiday)                    |
| <b>Hours per week:</b>   | 8:30 to 17:00 (Monday to Friday)                          |
| <b>Salary per annum:</b> | Competitive   |

### Responsibilities and Duties

#### Purpose

- To support the school across sites in achieving positive and effective lines of communication with all staff, parents/carers, the DfE, suppliers, contractors and others.
- To manage the development and implementation of an effective administrative support service and oversee administration processes within the school across sites, to:
  - ensure that all procedures are carried out accurately, effectively and efficiently,
  - to ensure compliance with statutory policies.

This will include planning and prioritising the work of others, and dealing with/responding to a wide range of enquiries and issues.

#### Responsibilities of the Administration service to be organised and overseen by the Head of Admin

##### Pupil attendance monitoring and reporting

- Monitor attendance and lates closely and communicate with Designated Safeguarding Lead, Group Leaders and Specialist Advisors.
- Send text messages to parents regarding their child's lateness and attendance.
- Make sure registers are completed correctly in a timely manner and entries are accurate.
- Monitor the pupil attendance line and listen to phone messages regarding absence and follow the system adopted for communicating this information.
- Print a list of pupil absences for the Operations Director in case of a fire drill.
- Provide letters/reports/analysis/registers as required.
- Action pupil holiday requests forms, mark registers in advance authorised/unauthorised and send letter home.
- Submit required statutory returns to the DfE as required.

##### Key administration roles

- Organise and complete all examinations administration.
- Organise annual reviews and ensure completion of all associated administration.
- Provide and manage a full range of secretarial support for work generated by teaching and therapy staff including meeting minutes, agendas, reports, correspondence.
- Manage the administration of school events (e.g. parents evening), external school trips and other curriculum related activities.

### **Electronic and manual records**

- Maintain diary management, including office diary and calendar.
- Maintain and manage electronic and manual records, and use appropriate software (school MIS / spreadsheets) in order to:
  - (a) process data and produce, analyse and interpret reports in order to support decision making and/or make recommendations to the Senior Management Team.
  - (b) complete statutory and non-statutory returns, ensuring that they are accurate and are submitted in a timely manner (e.g. school census, monthly absence return, etc.)

### **Reception duties**

- Ensure the provision of a pleasant and efficient reception service as first point of contact for visitors – including welcoming visitors, monitoring when staff/pupils are off site, answering telephones and relaying messages to staff.
- Implement and follow safer recruitment procedures for all visitors to site liaising closely with the HR Team.

### **General communications**

- Provide clear and friendly key communications to parents on behalf of the school.
- Send key messages to all staff on behalf of the Principal or other relevant staff member.
- Develop a system to best manage the Administration inbox at each site.

### **First Aid**

- Provide and manage the delivery of first aid to pupils and ensure the appropriate recording of same, including more serious injuries.
- Ensure that appropriate procedures are in place to administer prescribed medication to students and on-going medical conditions are managed appropriately.

### **Policy development, implementation and maintenance**

- Ensure the School is compliant with statutory policies by, in conjunction with appropriate members of staff, reviewing and implementing school policies and procedures relevant to the Administration responsibilities.
- Monitor that these procedures are carried out accurately, effectively and efficiently.
- Read, understand and disseminate information sent by the DfE to the relevant staff. Update procedures and policies where needed.
- Keep the website updated with relevant policies.
- Ensure compliance with the requisite procedures and legislation regarding confidential information e.g. GDPR.

### **Line management of administrative staff**

- Undertake the induction, training and performance reviews of administrative staff.
- Monitor the performance of the team to ensure quality and accuracy.
- Manage any team absences and support staff well being.
- Manage the holiday requests of your team to ensure that the office is appropriately staffed during holiday periods.

### **Other duties**

- Maintain office supplies and first aid equipment.
- Ensure that student records are filed appropriately.
- Open, distribute, collect and send post.
- Any other reasonable management request.

| <b>Person Specification – Head of Administration</b>   |           |           |                  |            |                               |
|--|-----------|-----------|------------------|------------|-------------------------------|
| <b>Qualifications</b>  | Essential | Desirable | Application Form | References | Interview / Selection Process |
| A good level of English and Maths GCSE or equivalent   | ✓         |           | ✓                |            | ✓                             |
| First Aid qualification  |           | ✓         | ✓                |            | ✓                             |
| <b>Knowledge &amp; Understanding</b>   | Essential | Desirable | Application Form | References | Interview / Selection Process |
| A comprehensive understanding of office procedures and working practice in schools                                       | ✓         |           | ✓                |            | ✓                             |
| Knowledge of how to line manage performance and absence  | ✓         |           | ✓                |            | ✓                             |
| A good understanding of Safeguarding and child protection policies and procedures in schools                             | ✓         |           | ✓                |            | ✓                             |
| A good understanding of supporting diversity and equal opportunities   | ✓         |           | ✓                |            | ✓                             |
| Understanding of statutory attendance responsibilities and how to ensure the school meets them.                          | ✓         |           | ✓                |            | ✓                             |
| Understanding of Child Protection issues and procedures  |           | ✓         | ✓                |            | ✓                             |
| Awareness of GDPR issues and procedures  | ✓         |           | ✓                |            | ✓                             |
| Awareness of safer recruitment practices especially with regards visitors to school                                      |           | ✓         |                  | ✓          | ✓                             |
| An understanding of health and safety at work and school   |           | ✓         | ✓                |            | ✓                             |
| <b>Skills</b>  | Essential | Desirable | Application Form | References | Interview / Selection Process |
| Ability to work constructively as part of a multi-disciplinary team and understand your role within the school community | ✓         |           | ✓                | ✓          | ✓                             |
| Ability to manage and supervise staff effectively  | ✓         |           | ✓                | ✓          | ✓                             |
| Written communication skills such as writing letters, reports and policies   | ✓         |           | ✓                | ✓          | ✓                             |

|   |           |           |                  |            |                               |
|---|-----------|-----------|------------------|------------|-------------------------------|
| Good time management, organisation skills and the ability to prioritise         | ✓         |           | ✓                | ✓          | ✓                             |
| Very good standard of ICT skills, including use of Microsoft Word and Excel     | ✓         |           | ✓                | ✓          | ✓                             |
| Ability to build good working relationships with internal and external contacts | ✓         |           | ✓                | ✓          | ✓                             |
| Ability to effectively implement processes and procedures across sites          | ✓         |           | ✓                | ✓          | ✓                             |
| Ability to work under pressure and to deadlines                                 | ✓         |           | ✓                | ✓          | ✓                             |
| Clear written and spoken English  | ✓         |           | ✓                | ✓          | ✓                             |
| Good numeracy and literacy skills   | ✓         |           | ✓                | ✓          | ✓                             |
| Ability to review and interpret statutory guidance into a practical action plan | ✓         |           | ✓                | ✓          | ✓                             |
| Able to identify problems and use initiative to solve them                      | ✓         |           | ✓                | ✓          | ✓                             |
| <b>Experience</b>   | Essential | Desirable | Application Form | References | Interview / Selection Process |
| Working in an administrative role in an education provision                     | ✓         |           | ✓                | ✓          | ✓                             |
| Managing, supervising, training and developing administrative staff             | ✓         |           | ✓                | ✓          | ✓                             |
| Developing and managing the operation of administrative procedures              | ✓         |           | ✓                | ✓          | ✓                             |
| Writing and implementing statutory policies                                     |           | ✓         | ✓                | ✓          | ✓                             |
| Liaising with parents / carers  |           | ✓         | ✓                |            | ✓                             |
| Writing reports and analysing data  | ✓         |           | ✓                |            | ✓                             |
| <b>Personal Attributes</b>  | Essential | Desirable | Application Form | References | Interview / Selection Process |
| Flexible, creative and proactive in your approach to tasks                      | ✓         |           | ✓                | ✓          | ✓                             |
| Friendly, helpful and professional manner                                       | ✓         |           | ✓                | ✓          | ✓                             |
| Patience and a positive attitude  | ✓         |           | ✓                | ✓          | ✓                             |

|  |           |           |                  |            |                               |
|--|-----------|-----------|------------------|------------|-------------------------------|
| Willingness to participate in training and other learning activities         | ✓         |           | ✓                | ✓          | ✓                             |
| <b>Safe-guarding &amp; Child Protection (COMPULSORY)</b>                     | Essential | Desirable | Application Form | References | Interview / Selection Process |
| A commitment to follow school policies, procedures and guidance              | ✓         |           | ✓                |            | ✓                             |
| A commitment to the protection and safeguarding of children and young people | ✓         |           | ✓                |            | ✓                             |
| Successful Enhanced DBS Status   | ✓         |           |                  |            | ✓                             |

### Recruitment Activity (to accompany your application form)

**Please complete the activities below:**

1. Describe the possible challenges facing the Head of Administration within a school environment.
2. What would you plan to achieve in your first 3 months in the role?