



Coventry City Council

Job Description

Job Title:	Senior Administrator	Job Number:	
		Post Number:	
Service:	Coventry Extended Learning Centre	Grade:	3
Location:	Coventry Extended Learning Centre (working across the 3 Coventry Extended Learning Centre sites)		

Job Purpose:

To be first line of contact for the allocated centre and to follow all procedures according to safeguarding procedures and centre policies.

To support the smooth-running of the organization by supporting staff and students with administrative tasks.

To provide high quality administrative and general office support.

Main Duties and Responsibilities:

1. Deal with enquiries, through varying mediums (e.g. Face to Face, Telephone & Email), ensuring that where possible they are resolved at first contact, or that messages are passed on to the relevant person for action; seeking to resolve queries and using judgement as to when to pass on more complex issues
2. Undertake data input and document production using the range of systems in use within the organisation including reports and minutes.
3. Maintain computerised and manual filing systems, retrieving information as requested, and ensuring that information is kept up to date; to include creation of databases and spread sheets as appropriate and provision of information and reports as required.
4. Responsible for maintaining supplies of stationery and other office consumables for distribution upon request
5. Place and receipt orders, and raise invoices as appropriate
6. Receiving and processing small amounts of cash and cheque payments, including operating a small amount of petty cash and update of reconciliation sheets.
7. Handle straightforward correspondence on behalf of others, and undertake Minute taking as appropriate
8. Maintain an up to date knowledge of corporate systems and standards and pass on information to other team members
9. To assist in improving communications with parents, teachers and students.
10. To ensure that all relevant information is disseminated to staff.
11. Any other duties and responsibilities within the range of the salary grade.

12. Support the smooth-running of the organization by supporting staff and students with administrative tasks.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible to: Business & Finance Manager

Date Reviewed: April 2019

Updated: April 2019



Coventry City Council

Person Specification

Job Title:	Senior Administrator	Job Number:	
		Post Number:	
Service:	Coventry Extended Learning Centre	Grade:	3
Location:	Coventry Extended Learning Centre (working across the 3 Coventry Extended Learning Centre sites)		

Area	Description
------	-------------

Knowledge:	• Knowledge of relevant software
	• Health & Safety
	• Data Protection
	• Equal opportunities issues in relation to delivering services
	• Relevant legislation, policy and guidance in relation to safeguarding children.

Skills and Abilities:	• Able to work effectively with pupils, colleagues and other agencies via negotiation, counselling, and giving and receiving information.
	• Ability to work as a member of a team as well as under own initiative.
	• Commitment to improvement and raising achievement for all students.
	• Ability to communicate effectively with a diverse range of people including teachers, other professionals, parents and pupils.
	• Proactive, solution focused and resilient, even when under pressure.
	• Ability to prioritise own workload and that of others
	• Ability to work flexibly and respond to changing priorities
	• High level of communication and interpersonal skills, both written and verbal
	• Ability to maintain confidentiality of information
	• Excellent organisational skills to maintain office systems, arrange meetings, etc.

Experience:	<ul style="list-style-type: none"> • A wide range of clerical and administrative work
	<ul style="list-style-type: none"> • Of using and maintaining computerised systems, including school MIS (e.g. SIMS)
	<ul style="list-style-type: none"> • Able to organise an allocated workload, prioritise tasks to achieve goals and meet deadlines. Ability to work independently.
	<ul style="list-style-type: none"> • Effective communication skills - verbally and in writing, eg. Formal letters, reports, records, etc.
	<ul style="list-style-type: none"> • Skilled in responding to working in crisis situations and the assessment and management of risk.
	<ul style="list-style-type: none"> • Able to work in an anti-discriminatory and non-judgemental manner.
	<ul style="list-style-type: none"> • Able to follow specific procedures and work within guidelines, for example Safeguarding Children.

Educational:	<ul style="list-style-type: none"> • Formal IT qualification e.g. RSA, Clait, NVQ, ECDL or equivalent 	•
---------------------	--	---

Special Requirements:	<ul style="list-style-type: none"> • This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).
------------------------------	--

Date Reviewed: September 2019

Updated: September 2019