

Job Description and Person Specification



Job Description

Job Title	Senior Administrator
Grade	3
Service	Hospital Education Service
Reports to	Business Manager
Location	Whitmore Park Annexe
Job Evaluation Code	



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



About the Service your team will provide

Purpose of the role / Output

Main Duties & Key Accountabilities

Core Knowledge

- Any other duties and responsibilities within the range of the salary grade.
- 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.
- Undertake data input and document production using the range of systems in use within the organisation including reports and minutes.
- 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 spreadsheets as appropriate and provision of information and reports as required.
- Responsible for maintaining supplies of stationery and other office consumables for distribution upon request.
- Place and receipt orders, and raise invoices as appropriate.
- Receiving and processing small amounts of cash and cheque payments, including operating a small amount of petty cash and update of reconciliation sheets.
- Handle straightforward correspondence on behalf of others, and undertake minute taking as appropriate.
- Maintain an up-to-date knowledge of systems and standards and pass on information to other team members

Attendance:

- Maintain daily/weekly/monthly attendance registers and report for all pupils attending lessons and on the children's wards at UHCW, liaising with parents and schools where necessary.
- Support the Business Manager to help improve and secure the child's regular attendance within the Hospital Education Service by managing the daily attendance records and following the Hospital Education Service's Attendance Policy.
- To provide information and advice to colleagues on individual casework.

Finance / Budget Management:

- To regularly review systems and provide support where needed across the service
- Oversee and be responsible for the preparation and submission of all statutory financial statements and returns.
- Maintain systems and procedures supporting the Business Manager with the input of invoices and charges to schools.
- Monitoring financial arrangements, ensuring the provision of value for money across the service and researching opportunities for efficiency savings where possible.

Timetable

- Support ongoing production and maintenance of individual timetables for new staff and pupils for all new referrals to the Hospital Education Service to ensure that the information is up-to-date, reliable and available to schools via shared platforms.

General:

- Ensure pupil records are maintained and that statutory and statistical returns are completed in a timely manner.
- Support the administrative function including ICT facilities, reception, reprographics, records and telephones.
- Support the preparation and production of all school publications, ensuring they reflect the school's ethos and practices.
- Any other duties and responsibilities within the range of the salary grade.

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.

Key relationships

External	Internal

Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

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

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder:

N/A

Person specification

Job Evaluation Code	
Knowledge	
Accounting principles and practice and their application	
Understanding and commitment to equal opportunities and how this is applied to strategies and policies	
Knowledge of relevant software, including computerised financial systems, word processing, spreadsheets and accounting systems	
Awareness of financial administration processes and procedures	
Health & Safety	
Data Protection	
Relevant legislation, policy and guidance in relation to safeguarding children.	
Knowledge of all areas of financial responsibilities to enable budgets to be monitored and managed effectively including regulation knowledge and legislation relating to financial returns and obligations	
Experience	
Of work in a financial environment where policy considerations are important	
Support to managers in discharging their financial responsibilities	
Effectively prioritising and planning workloads	
Of using and maintaining computerised systems, including school MIS (e.g. BromCom, Tribepad)	
Providing high quality and accurate financial and statistical information	
Skilled in responding to working in crisis situations and the assessment and management of risk.	
Qualifications	
Evidence of continued improved financial performance	
Evidence of continuous professional development	

Degree or work equivalent experience in financial setting
Special Requirements
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 the Disclosure and Barring Service (DBS)

Date Created		Date Reviewed	November 2023
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