

## Job Description

<b>Job Title:</b>	Administration Coordinator (Co-Curricular Learning & Systems)
<b>Group:</b>	UK Independent Schools
<b>Dept/Project/Service:</b>	Oakfield Preparatory School
<b>Reports to:</b>	Deputy School Business Manager
<b>Responsible for:</b>	N/a
<b>Usual office base:</b>	Oakfield Preparatory School
<b>Grade:</b>	8

### Job Purpose:

To provide effective and efficient coordination and administrative support for a range of school functions, as directed by the Deputy School Business Manager. Ensure effective delivery of the school's clubs offering, support and develop the use of the school's MIS (management information system).

### Job Objectives:

#### Co-Curricular Learning

1. Administer the online booking system with current and new admissions for Early Birds, After School Care Club (ASCC) and Clubs to ensure accurate and up-to-date records are held, including any ad hoc requests for ASCC.
2. Act as the first point of contact for parents and follow up any enquires in a timely manner.
3. Liaise with and support teachers and other staff running clubs, including managing pupil numbers, arranging catering, planning late collection, and organising appropriate staffing.
4. Review clubs termly to ensure minimum pupil numbers are in attendance and submit findings and suggestions to Deputy School Business Manager and School Business Manager for review.

5. Administer weekly registers for Early Birds, ASCC and Clubs, ensuring minimum requirements for ratios and qualifications/experience are met given the age of the children and ensure registers include necessary medical/dietary/Special Educational Needs (SEN) requirements.
6. Liaise with admissions, Head of Music and Peripatetic Teachers (music, ballet, Yoga S/D), Learning Support and further departments as required to maintain the clubs offer.
7. Research and source additional activities in line with School's aims and allocate staff accordingly; seeking approval from the School Business manager on new clubs and pricing.
8. Compile the annual budget and administer the approval process; including competitive analysis of other similar offerings in the local area;
9. Administer service provider invoice submission to include new club leaders' induction of procedures.
10. Review, develop and update staff and external club leader procedures including registration/ dismissal to ensure continuous improvement and that the procedures continue to meet business need.
11. Support club leaders with ensuring play equipment stock is stored correctly, looked after and replaced accordingly and escalate any concerns.
12. Observe Clubs regularly and report back to Deputy School Business Manager with concerns to ensure quality control processes can be put in place.
13. Contribute to the marketing of all Clubs in collaboration with the Marketing & Communications Manager.
14. To act as main contact for the organisation in the planning and coordination of residential trips.

## Systems:

### Platform Management:

1. Act as the key administrator for the Management Information System (MIS) platform and corresponding training platforms such as Policy Checker and Educare, supporting colleagues in using the platforms to best effect.
2. Maintain and update the systems according to the needs of the school and create processes and procedures to maximise the use of the platform and the efficiency of any relevant school activity.
3. Ensure that the school is using the MIS to its full potential and keep this under continuous review, proposing amendments to processes where appropriate.



4. Maintain and update the online safeguarding website, creating new users, providing technical support and advice and running progress reports for the Designated Safeguarding Lead and Headteacher.
5. Regularly test the platforms in line with usage and supplier guidelines.

#### Data Management (MIS):

1. Ensure that staff and pupil data on the MIS is up to date, accurate, complete and readily available for the school's use and any government or other survey submissions, as required (to include details such as training courses, other relevant documents).
2. Oversee the effective processing of the Annual Academic Rollover on the MIS creating new curriculum, teachers and classes. Liaise with Oakfield's Senior Leadership Team and teachers to ensure all pupils are in correct classes and groups and continue to make changes throughout the year as required. Create the school timetables on Parent Portal twice a year, making changes when requested. Set up and monitor Class Marksheets for Assessments and Pupil Reporting.
3. Oversee the effective processing of the Annual Administrative Rollover, running attendance and admission reports for Inspection purposes and prepare the system for the new academic year.
4. Complete the ISC and SLASC (DfE) censuses each January ensuring that all relevant information has been accurately collected and collated.

#### Training and Support:

1. Provide support to the school finance team and provide data analysis from MIS as required.
2. Identify any training needs for staff and through close relationships with the MIS supplier.
3. Provide technical assistance on the MIS to relevant staff and provide telephone and email support to staff or parents on any MIS queries, running twilight training sessions to update staff on new features and refresher points as appropriate.

#### Systems Development:

1. Keep abreast of developments and improvements to the MIS and ascertain how these can be used by the school.
2. Propose innovations and improvements to school procedures and records.

**Misc:**

1. To be flexible and willing to work with all the staff team and carry out other reasonable tasks needed in order to support the success of the school, including administrative support to the Pre Prep department and Head of Pre Prep as required.
2. To be committed to keeping up to date with developments in MIS, particularly in the field of education generally and the independent schools sector.
3. Promote and support the School's aims, to share in the corporate responsibility for the safeguarding and well-being of all pupils, staff, parents and the wider community.

**Person Specification:****Knowledge****Essential:**

- » Comprehensive knowledge of Microsoft platforms and an understanding of how to help upskill inexperienced users
- » Working knowledge of Data Protection legislation

**Desirable:**

- » Understanding of integrating data and technology with existing administrative processes
- » Project management experience / qualification

**Experience****Essential:**

- » Demonstrable experience with cloud-based systems, including Teams and O365
- » Evidence of having managed multiple, varied projects and tasks on time and to a high standard
- » Experience of working in cross-functional teams
- » Evidence of stakeholder engagement
- » Experience of managing projects, contractors and dealing with suppliers
- » Experience of communicating technical information to non-technical users

**Desirable:**

- » Working to Data Protection regulations
- » Working in a school environment
- » Working directly with parents
- » Use and management of school MIS platforms

» Previous experience as an organisational Data Protection Lead/Officer

## Skills

### Essential:

- » Willingness to learn new platforms and technologies
- » Data management and analysis
- » Highly articulate and persuasive communication (written and verbal)
- » Excellent organisational skills, including prioritisation of multiple tasks and time management
- » High level of integrity, with a clear understanding of dealing with sensitive information and confidentiality
- » Meticulous attention to detail, especially in relation to data input and relationships with parents
- » Self-starter with the ability to learn quickly, reflect on feedback, use initiative and work independently

**Competency Band:** 4

### Key competencies for the role:

Our Values	Key Competency 1	Key Competency 2
<b>Excellence</b> – creating and leading success	Delivering excellent service	Creating value
<b>Integrity</b> – supporting and building trust	Following through responsibilities	Communicating with impact and empathy
<b>Accountability</b> – delivering and improving	Continually improving	Delivering value for money
<b>Collaboration</b> – engaging and partnering	Building effective relationships	Engaging others to achieve goals

**Job Family:** Operations

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