



Job Description & Person Specification

Job Title:	Office Coordinator
Service / Provision:	Shaw Farm
Job Family:	Administration
Line Manager:	Head of Service
Salary Grade:	C
Annex:	Please ensure you refer to Annex 1 with this job description

With support from the Service Managers and relevant Central Services colleagues, be accountable for all administrative, financial and organisational processes within the Education Provision (EP) office.

Key accountabilities, duties and responsibilities

- Complete and submit complex forms, returns etc., including those to outside agencies i.e. DfES, Central Services, referrals to other agencies etc
- Act as the main point of contact between Central Services and all employees at Shaw Farm, including undertaking any related administrative functions, processes and procedures
- Work with SLT to monitor employee absence and update the daily records, produce percentages, updating SLT & People Services on a regular basis, keeping all systems up to date in a timely manner
- Work with People Services to arrange attendance and well-being monitoring meetings, including follow-up meetings as required
- Provide accurate employee attendance data for LGC meetings throughout the academic year
- Oversee production of all purchase orders (POs)
- Assist the Service Managers with the planning and development of support services.
- Accountability for annual reviews of EHCPs and administration process surrounding this with accuracy and in line with GDPR
- Assist-Service Managers with the organisation and administration including costs relating to all Continued Professional Development (CPD) training and Teacher Development Days (TDDs)
- Ensure that pupil records are accurately maintained and reported on or transferred as required
- Ensure that visitors are dealt with appropriately in line with the EP's safeguarding procedures
- Comply with MAT-wide and EP local policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person, liaising with Central Services Health & Safety contact as necessary
- Be aware of and take part in the EP's performance management (PMR) framework and participate in training and development activities as required
- Support Resourcing/People Services and SLT with new starter paperwork or set up and induction as necessary
- Control of any post that comes into the Shaw Farm office



- Work with the Service Managers and ensure management of 3rd party suppliers support per contract e.g. Cleaning & Building Management, in support with Central Operations colleagues. Attend and contribute to service review meetings and ensure jobs conducted by contractors are logged, completed and closed as required; with administration recorded effectively and accurately

Tasks/duties	Essential skills	Desirable skills
Qualifications and Training	<ul style="list-style-type: none"> • Good numeracy and literacy skills to GCSE grade A – C / Level 2+ or equivalent 	<ul style="list-style-type: none"> • Qualification in ICT or business administration • Ability to identify own training and development needs and participate in on-going training
Knowledge & Experience	<ul style="list-style-type: none"> • Experience of leading a team • Experience of invoicing and accounting systems • Experience of financial management and procurement • Previous senior reception/administration experience • Experience of motivating others 	<ul style="list-style-type: none"> • Experience of managing and leading employee Performance Management Reviews (PMR) • Experience of managing delegated budgets • Experience of project management/leadership Have experience and understanding of practice and principles for Safeguarding children and young people (CYP) or vulnerable adults within an educational setting
Skills & Abilities	<ul style="list-style-type: none"> • Able to work collaboratively as part of a team and individually • Ability to effectively use ICT for a variety of purposes including Microsoft package, Teams, Outlook • Aware of time pressures and the need for effective time management • Organised and efficient with excellent data accuracy • Able to take responsibility and use own initiative • Flexible and adaptable to change and needs of the role • Excellent professional written and verbal communication skills 	