



Administration

The School's Administration Team is made up of:

1. Headteacher's PA / Office Manager
2. Deputy Headteachers' PA
3. Attendance and Admissions Officer
4. Exams Officer
5. Cover and Data Manager
6. School Admin Assistants (3)
7. School Admin Assistant with responsibility for the Pastoral Team
8. Receptionist / Admin Assistant (2)
9. Reprographics Technician
10. Sixth Form Student Services Officer
11. Student Services Officer

The Admin Team at Haslingden High School is made up of 14 members of staff, all in individual and diverse roles. Despite the fact that the team is so large and positioned at various points around the school, it is a close-knit team with every member of staff keen to help each other out should the need arise.

Headteacher's PA / Office Manager

The role of the Headteacher's PA is large and varied and includes responsibility for the line management of the admin team as well as being the main port of call for all HR related issues. The postholder is also responsible for the headteacher's admin, dealing with queries on his behalf and whole school issues.

Deputy Headteachers' PA

The role of the Deputies' PA is wider and more varied than the title denotes. Whilst she is responsible for supporting both deputy headteachers on a daily basis she also has a wide range of whole school responsibilities including the organisation of whole school events such as Awards' Evening and Open Evening. Our termly newsletter and weekly bulletins also fall under her remit, as well as liaising with our press agent and organising stories for her to report upon.

Attendance and Admissions Officer

The Attendance and Admissions Officer is responsible for ensuring that student attendance records are kept up to date on a daily basis. This is a huge task for a school of our size and the attendance office is always busy. One of the admin assistants works part time in the office to help with inputting student attendance data. Truancy Call is a computerised system which enables school to contact parents when a student is absent when we have received no notification or reason. These messages are sent out on a daily basis once registration has taken place. This role is also responsible for ensuring that admissions' and leavers' information is accurate and up to date on our Management Information System, SIMS.

Exams Officer

The Exams Officer is responsible for everything relating to school examinations including ensuring that students are entered onto the correct courses and that they are entered for the correct exams. She also recruits and supervises exam invigilators and assists the Deputy Headteacher who is responsible for data in school. The Exams Officer works closely with the Data and Cover Manager and they would cover each other during periods of absence.

Cover and Data Manager

The Cover and Data Manager is primarily responsible for taking absence calls from members of staff and ensuring that their work station / class is covered for the duration of their absence. The school employs a team of cover supervisors and the postholder is responsible for their line management. Where additional cover is required, the postholder works closely with outside agencies to recruit staff on a temporary basis and is responsible for the budget to cover these costs. She also works closely with the Deputy Headteacher responsible for data and the SIMS manager performing data tasks as and when required.

School Administration Assistants

There are currently 3 Admin Assistants at Haslingden High School who are responsible for supporting staff throughout the school. The work is varied and interesting, covering all aspects of Administration from assisting with the production of displays, inputting of essential data into the school computer system or helping out in the attendance office. These are key positions within the School and have proven to be a great asset to all staff.

Admin Assistant with responsibility for the Pastoral Team

Providing admin support for the school and in particular for members of the Pastoral Team, this person works closely with the Student Services Officer, covering her position during times of absence. Duties are varied and include assisting the deputy headteachers' PA with the organisation of parents' evening, awards' evening and open evenings.

Student Services Officer

Responsible for co-ordinating the support system, immunisations (liaising with the medical profession), parental responsibility forms and medical issues. The Student Services Officer deals with staff and students on a daily basis assisting and advising them on matters which arise, in a hands-on fashion. Student Services is the link between senior pastoral staff and the student. This person works closely with the Admin Assistant for the Pastoral Team, assisting where possible in times of absence. In recent times the student services officer has also been responsible for lateral flow testing and vaccinations.

Receptionist / Admin Assistant (the post applied for)

This is a split role with both parties currently working 2 weeks on reception followed by 2 weeks in the main school office. Whilst this is the current arrangement, it is by no means set in stone, and some flexibility with arrangements is essential. It is therefore expected that both members of staff fulfilling this role work closely together to make appropriate arrangements for the changeover and to cover each other during times of absence.

Main School Reception is open from 8.00 am – 4.30 pm, Monday – Thursday and 8.00 am – 4.00 pm on a Friday. The receptionist is responsible for dealing with all incoming calls and visitors to the school, as well as incoming and outgoing post. It is a prime responsibility within the School and requires patience, commitment and organisation. This is the first port of call for most callers / visitors to the school and requires professionalism and confidentiality at all times.

Reprographics Technician

Situated in the Broadway Building, the Reprographics Technician currently provides a service to staff and students upon request. This role involves a number of different tasks including photocopying, printing, laminating and producing resources for display and lessons.

Sixth Form Student Services Officer

The Sixth Form Student Services Officer is responsible for providing an effective reception service to sixth form staff, students and parents. The postholder currently takes initial responsibility for managing student-related issues before handing over to the appropriate member of staff within the sixth form team. The sixth form student services officer is also responsible for providing an admin service to the Director of Sixth Form Studies as well as staff who teach those year groups.

All members of the Admin Team are required to:

- Undertake any duties which may be required that are commensurate with the grade / post
- Undertake the school's safeguarding training, ensuring that procedures are followed at all times
- Be aware of confidentiality and discretion at all times, except where this is not in the student's best interests or the information relayed raises a concern. They should therefore acquaint themselves with the school's policies, procedures and protocols
- Assist other members of the Admin Team when required
- Champion the school's aim of 'Achievement for All'