



Office Administrator

Job: Administrator

Responsible to: The Headteacher

Salary: £25,072.95 - £29,066.41 per annum FTE (£18,804.71 - £21,799.81 per annum pro rata)

Location: Wirral

Contract type: Permanent

Directed Hours: Mon-Fri 8:30am - 4:30pm (Term time only)

Utopia Profile

At Utopia, we believe that to provide exceptional support to our students, we must first provide exceptional support to our staff. We have cultivated a workplace built on professional trust, safety, and genuine collaboration. This drives our culture, systems and processes to ensure a sustainable work-life balance promoting wellbeing and long-term professional fulfillment.

Utopia is a Wirral based Independent Special School for boys and girls aged 13-19 with autism, high levels of anxiety and those experiencing emotional barriers to school attendance. We are a small setting for up to 56 students, providing intensive and personalised support for those with an Education Health and Care Plan (EHCP) who benefit from a nurturing environment.

Utopia is at the beginning of an exciting new chapter, having recently expanded our provision with the opening of our brand-new Sixth Form base. We are now seeking to recruit an enthusiastic, organised and professional **Office Administrator** who will play a key role in supporting the development of this new site.

The successful candidate will provide efficient and professional administrative support to the Senior Leadership Team and the wider academic delivery team, helping to ensure the smooth day-to-day running of the provision. We are looking for someone who not only brings strong administrative and organisational skills, but who also shares Utopia's values and ethos. At the heart of everything we do is our commitment to supporting young people with additional needs in a bespoke, compassionate and person-centred way.

Our aim is to create a learning environment where every student feels **happy, safe, valued and understood**; a place where they can create lasting memories, be surrounded by people who appreciate their uniqueness, celebrate and support their successes, and encourage their personal growth.

Utopia is dedicated to the safeguarding and promotion of children's welfare. All appointments are subject to an enhanced check with the Disclosure Barring Service. The organisation follows safer recruiting guidance, and references will be requested prior to interview. For more information, please visit our website www.utopiaschools.co.uk

Visits to our school are warmly welcomed.

To arrange a visit or for further information about the role please contact Alice McMullen on 0151-644-1535 or 07719084493.

Role Purpose: The purpose of this role is to support the administration of Utopia Independent Special School for young people aged 13-19.

Key Accountabilities: Reporting to the Headteacher, the post holder will be accountable for:

- Telephone and email enquiries
- Liaison with parent/carers
- Admin support to all staff
- Maintaining Utopia databases
- Contributing to the safeguarding of children and young people

Professional Duties
• Daily phone contact with parents and carers • Responding to telephone and email enquiries and welcoming visitors to the centre • Daily attendance, reporting and monitoring • Home/School liaison with parents via email • Supporting staff with the general running of the centre- ensuring stock and centre resources are kept up to date • Supporting the management of Utopia online systems such as google drive, one drive, Compass, CPOMS and sign in website • Co-ordinating the administration of exams • Budget Tracking • Weekly fire alarm tests and monthly emergency lighting tests • Maintain staff and student files • Organising student files and updating when necessary • Working on Microsoft systems such as excel, word, PowerPoint etc. • Liaising with external partners to support the smooth operation of all Utopia programmes • To be familiar with and comply with the Utopia's Safeguarding Policy • To maintain high standards of professional practice, complying at all times with Utopia policies and procedures
Additional Responsibilities
• To take part in Utopia CPD training programmes • To attend team meetings when required
Utopia will provide
• Opportunities for professional development. • Mentoring and support. • The opportunity to make a genuine difference to the lives of disengaged young people on the Wirral.

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations in relation to the post holder's professional responsibilities.