



JOB DESCRIPTION

Job Title:	School Admin Officer
Reports To:	Senior Administration and Attendance Officer
Pay:	£13.05 - £14.13
Hours of work:	31 hours per week, Monday to Friday. Term time + 5 days

Job Overview:

The School Admin Officer plays a crucial role in ensuring the smooth and efficient operation of the school. This position involves a variety of administrative tasks, including managing school records, managing office data and software systems, coordinating communication between staff, parents, and students, and supporting the school's daily activities. The School Admin Officer is a key point of contact for the school community and contributes to creating a welcoming and organised environment.

Responsibilities and Duties:

- **Administrative Support:** Provide comprehensive administrative support to the school leadership team, including managing schedules, preparing documents, and handling correspondence. Assist the Senior Admin and Attendance Officer as instructed. Ad hoc duties, as necessary for the effective running of the school office.
- **Record Keeping:** Maintain accurate and up-to-date student records and other important documents.
- **Communication:** Serve as primary point of contact for parents, students, and staff, addressing enquiries and providing information as needed.
- **Event Coordination:** Assist in organising school events, meetings, and activities, ensuring all logistical details are managed effectively.
- **Office Management:** Support the day-to-day operations of the school office, including ordering supplies, managing inventory, and ensuring a tidy and efficient workspace.
- **Support Services:** Coordinate with external service providers, such as maintenance and IT support, to ensure the school's facilities and systems are functioning properly.
- **Data Protection:** Comply with all aspects of The Data Protection Act 2018
- **Policies:** Adherence to all company policies and procedures

Experience:

- Previous experience in an administrative role, preferably within an educational setting, is desired but not essential.

Skills:

- Strong organisational and multitasking abilities, excellent communication skills, proficiency in office software (e.g. Microsoft Office, Word, Excel), and a friendly, approachable demeanour.
- Knowledge of school MIS (Bromcom) is desirable but not essential.

Attributes:

- A proactive and positive attitude, attention to detail, and the ability to work independently as well as part of a team.

Environment:

- A dynamic and supportive school environment, working closely with teachers, students, and parents.



PERSON SPECIFICATION

	Essential	Desirable
Experience and qualifications	<ul style="list-style-type: none"> • GCSE in English and Mathematics – minimum grade C or Literacy & numeracy to NVQ Level 2 or equivalent qualification 	<ul style="list-style-type: none"> • NVQ level 2 in Business Administration or relevant equivalent qualification/ experience or willingness to work towards it
Knowledge, Training and Experience	<ul style="list-style-type: none"> • Experience of using a range of computer packages i.e. Word, EXCEL • Experience of undertaking a range of routine clerical tasks • Experience/understanding of basic financial procedures • Experience of using internet, sending/receiving email • Knowledge of general office procedures • Awareness of principles of GDPR 	<ul style="list-style-type: none"> • Knowledge of school related office procedures • Knowledge of working within a school setting or learning resource facility • Previous experience of working with children of a relevant age
Communication and Interpersonal Skills	<ul style="list-style-type: none"> • Ability to work under supervision and as a team member • Ability to complete tasks to deadlines • Good communication skills to respond to general enquiries • Ability to work effectively as part of a team and individually • Ability to take messages accurately and pass them on to the relevant person • Ability to respond to and resolve routine problems • Ability to work in accordance with the Trust’s Safeguarding and health & safety policies • To show commitment to sustain excellent attendance at work • Commitment to and participation in the wider life of the schools and Trust • Willingness to be flexible and adaptable as determined by the needs of the schools and the Trust • Good timekeeping 	