



Wright Robinson College

Headteacher: Martin Haworth

Admin Officer

JOB TITLE

Admin Officer

SCALE/SALARY

Grade 6 (8.30am – 4.00pm Term Time plus 1 week)

RESPONSIBLE TO:

Office Manager/Exams Officer/COO

JOB PURPOSE

To become a supporting member of the college administration team. The college administration team is responsible for ensuring there is efficient and effective organisation and administration of college processes, procedures and systems.

To assist the Office Manager and Exams Officer with college administration.

The role is customer facing and you will be required to speak to members of the public, the ability to converse at ease with our stakeholders and outside agencies is essential to the post.

Duties and Responsibilities

1. To support the college administrative team, including but not limited to:
 - Whole college mailouts
 - Online communications
 - Report collation
 - System administration
2. To support accurate record keeping of the college MIS system.
3. To produce letters, documents, undertake typing and other IT based tasks.
4. To provide general clerical/admin support e.g. photocopying, filing, completing forms.
5. To provide administrative support to the college pastoral team.
6. In the event of staff absence, to provide administrative support for staff cover.

7. To provide reception cover as required.
8. To support the Exams Officer in the administration of college exams as required.
9. To undertake any other administrative duties as necessary.
10. To have a flexible and can-do approach with the ability to respond to the needs of the college.
11. To contribute to the overall ethos, work and aims of the College.
12. To establish constructive relationships and communicate with other agencies and professionals.
13. To participate in training and other learning activities and performance development as required.
14. To recognise own strengths and areas of expertise and use these to advise and support others.
15. To be aware of and comply with the College's Safeguarding Procedures, Health and Safety requirements, confidentiality and data protection policies.
16. You will be required to work one week during the summer holidays to support the preparation, distribution and mail out of examination results.
17. You will be required to work two additional INSET days, which will be paid additionally, and advanced notification of those days will be provided.

The above list of job duties is not exclusive or exhaustive and the postholder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.