



Job Description

Administration Officer

Responsible to: School Business Manager	Grade: 6
Hours: Up to 37	Duration: Permanent
Main Location: Faringdon Community College ¹	

Context :

Working with confidentiality to deliver a professional administration service supporting the school business manager in the HR administration function within the school. Be of a positive nature striving to ensure a first-class service to all stakeholders. Ensuring all internal and external communications are accurate, timely and in keeping with the ethos of the school. Assisting with the organisation and delivery of a variety of school events and activities.

Staffing Administration

- Work diligently with internal systems to ensure that all data inputting tasks are carried out in a timely and consistent manner, ensuring that all people changes are processed within payroll deadlines.
- Administration and processing of colleague information, including, but not limited to data input into internal systems, on boarding new starters, contract changes, salary changes, and off boarding leavers.
- Manage administration of all staff absence, capture self cert forms/fit for work notes/return to work forms.
- Ensure support staff absence is covered.
- Deliver a seamless administration service with discretion and confidentiality.
- Assist the recruitment processes, including writing and posting adverts, scheduling, and booking interviews, liaising with candidates and producing recruitment packs.
- Ensure the website vacancies page is regularly updated.
- Process the documentation for successful candidates, including offer letters, contracts of employment, pre-employment checks, DBS and reference checks in accordance with safer recruitment procedures.
- Support the coordination of the staff induction process.
- Collate information on exit interviews and identify patterns or trends and provide reports as requested
- Support the maintenance of the school Single Central Register.
- Arrange staff training/CPD-booking and maintaining records, ensuring renewal dates are met.
- Manage staff funds and arranging gifts etc.
- First Aider.

Other Administrative Duties

- Maintain and update the school website maintaining the quality and integrity of web content.
- Be confident in the use of social media and manage day-to-day social media channels by posting engaging content and stories, and monitoring social media channels, ensuring channels are kept updated and social conversations maintained.
- Responsible for the photography required to ensure that we have a library of photographs of all key school events and activities, and that these photographs are utilised appropriately in our publications, online presence and in press releases.
- Create and publish newsletters sourcing content to include within the regular newsletters, compiling the copy and ensuring the newsletters are distributed.

¹ Faringdon Learning Trust (FLT) Employees are predominantly based at one location, but may be required from time to time to work at another school within the MAT.

- Create school surveys as required.
- Regularly issue communications on behalf of the school, for example on ParentPay, Twitter and other online media.
- Review and update school diary / calendar/ planners.
- Support leadership teams and Headteacher PA to organise a wide range of events including - parents evenings; open evenings; student immunisations and other events and activities.
- Be flexible, able to adapt to changing, conflicting priorities and deadlines to ensure the smooth day to day running of all school activities.
- Central point of contact for all staff regarding some school events, ensuring these events are organised and delivered with the required resources and documentation.

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the Academy.
- Appreciate and support the role of other professionals.
- Treat all users of the school with courtesy and consideration.
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.
- Comply with health and safety policies and procedures at all times.
- Promote and ensure the health and safety of pupils, staff and visitors (in accordance with appropriate health and safety legislation) at all times.

The list of duties in your job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Qualifications and Experience

Qualities	Essential/Desirable
Experience	
Working in a school environment	D
Working in administration in an office environment	E
Qualifications & Training	
Minimum of Grade C GCSE in maths and English	E
Knowledge & Skills	
Confident in the use of IT including Microsoft Office	E
Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation	D
Ability to self-evaluate learning needs and actively seek learning opportunities	E
Ability to relate well to children and adults	
Work constructively as part of a team and on own initiative	E
Ability to maintain confidentiality	E
Work with accuracy and attention to detail	E
Flexible approach to work	E
Punctuality and reliability	E