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| <p>New River College Pupil Referral Unit JOB DESCRIPTION</p> |
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POSITION: Administrative Officer

GRADE: Scale 5

HOURS: 35 hrs/week TTO (8:00 – 16:00)

RESPONSIBLE TO: Assistant Business Manager

PURPOSE OF THE JOB

To provide an effective and confidential administrative and secretarial service that ensures the efficient functioning of New River College administrative systems and contributes to the highest possible standards and outcomes for pupils

MAIN DUTIES

1. To provide a welcoming first point of contact for all visitors and callers to the school, dealing with enquiries where possible, referring to the appropriate member of staff as required and taking messages as needed
2. To be responsible for the ordering of supplies and equipment for the school including receipt of deliveries, stock check, monitoring usage and processing payments
3. To compile and maintain an equipment inventory
4. To administer petty cash system in liaison with the business manager
5. To draft and type letters, reports and other documents as required by the senior leader on site
6. Effectively manage and co-ordinate an electronic calendar and diary for the senior leaders on sites and other key staff on sites (e.g. SENCO)
7. Arrange meetings, including room bookings, equipment and refreshments
8. To provide administrative support as required, including photocopying, scanning, filing, distribution of incoming post, arrangements for outgoing mail
9. To be responsible for the maintenance of confidential school pupil files including transferral of paper to electronic files
10. To administer procedures relating to pupils joining or transferring from New River College
11. To support the processing and payment of invoices as required, keeping financial records as required
12. To ensure correct financial procedures are followed when making purchases, eg requisition forms, ordering, purchase orders, recording, processing payments

13. To undertake training and constructively take part in meetings, supervision and other events designed to improve communication, and assist with effective development of the post and postholder
14. Ensure all required pupil data is up to date and accurately entered into SIMS, and to be responsible for statutory returns and pupil data reports as required
15. To use computer packages such as SIMS for the extraction of information and produce statistical reports as required
16. To keep records of pupil absence, exclusions and incidents and ensure recorded on SIMS
17. To make calls on first day non-attendance and follow up in liaison with Designated Safeguarding Lead or senior leader on site
18. Support staff with online systems for incident reporting including Islington Reporting of Incidents in Schools (IRIS)
19. Ensure all visitors to the site sign the visitors register and provided with safeguarding and health and safety information
20. Keep records of all staff absence, reporting to the assistant business manager as required
21. Arrange day to day and long-term supply cover as directed by the senior leader on site
22. Welcome supply staff, make copies of their photo ID and keep records as required including daily input of agency staff on the Single central Record
23. Respond positively with tact, sensitivity and awareness to staff, pupils and parents in relation to duties undertaken

PERSONAL RESPONSIBILITIES

- To carry out the duties and responsibilities of the post, in accordance with New River College's Health and Safety Policy and relevant Health and Safety guidance and legislation
- To promote the safeguarding of children
- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner
- To participate in performance management, and undertake training and professional development as appropriate
- To undertake other duties appropriate to the post that may reasonably be required by the senior management team, on any of the PRU sites

PERFORMANCE STANDARDS

- To ensure that all services within the areas of responsibility are provided in accordance with New River College's commitment to high quality service provision
- To ensure that New River College policies and customer care standards are met and adhered to
- At all times to carry out the responsibilities of the post with due regard to New River College's Equality and Diversity policy

NOTE: This job description sets out the main duties of the post at the time when it was prepared. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed.

Job descriptions will be reviewed annually by the management committee / governing body and may be changed after appropriate consultation.

Signed ----- Date -----

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| <p align="center">New River College Pupil Referral Unit PERSON SPECIFICATION</p> |
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POSITION: Administrative Officer

GRADE: Scale 5, 35 hrs/week TTO

CRITERIA

REQUIREMENTS

ESSENTIAL CRITERIA

EDUCATION AND EXPERIENCE

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| E.1 | Proven clerical/administrative experience |
| D.1 | Experience working in a school or alternative provision |

SKILLS, KNOWLEDGE AND ABILITIES

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| E.2 | Confident in drafting and typing correspondence in a swift manner to a variety of stakeholders |
| E.3 | Ability to input data accurately and extract reports from IT databases |
| E.4 | Ability to carry out general office skills and to deal with a variety of tasks such as filing, distribution of post etc. |
| E.5 | Ability to communicate clearly, concisely and effectively in writing, on the telephone and face to face |
| E.6 | Ability to draft correspondence independently and take accurate minutes of meeting |
| E.7 | Ability to think creatively, anticipate and solve problems |
| E.8 | Ability to maintain accurate computerised and manual records |
| E.9 | Ability to prioritise to ensure that deadlines are met, whilst working under pressure |
| E.10 | Ability to maintain strict confidentiality in all matters |
| E.11 | Ability to use a range of computer systems effectively, including Excel |
| E.12 | Ability to build and maintain effective working relationships with a wide variety of people |
| E.13 | Ability to maintain an inclusive and welcoming professional approach to all pupils, parents and external agencies |

- E.14 A diplomatic approach in dealing with difficult situations
- E.15 Ability to deliver services to customers meeting New River College's standard for customer care
- E.16 A commitment to providing a responsive and supportive service and a willingness to constantly seek ways of improving the service
- E.17 A commitment to deliver services with the framework of New River College's equal opportunities policy
- E.18 Ability to form and maintain appropriate relationships and personal boundaries with children and young people

E = Essential

D = Desirable