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**Administration Officer - South Central Teaching School Hub and Sigma Training School**

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| **Job Title** | Administration Officer |
| **Work Base** | Hybrid working from the office and home based |
| **Grade** | E |
| **Salary** | Actual salary for term time only working plus 5 days during the school holidays - £17,935-£19,414 |
| **Reporting to** | Director of South-Central Teaching School Hub |
| **Hours** | 37 hours per week |
| **Contract** | Permanent |
| **Any Special Conditions of Service** | Some flexibility in working hours for which prior notice will be given. |

**Main Purpose of the job**

* Provide efficient and effective administrative support for the Teaching School Hub and Training School.
* Take an administrative lead on course facilitation.
* Attend all Teaching School Hub meetings, prepare and distribute the necessary paperwork and take notes at meetings.

**Duties and Responsibilities**

You will:

* Provide a comprehensive administrative service for the Teaching School Hub, to ensure the smooth running of South Central and Sigma’s administration and finance functions.
* Produce letters, reports, flyers, newsletters, posters, forms and templates relating to Sigma.
* Carry out general office duties such as photocopying, faxing and filing.
* Use ICT systems and programmes to assist in the production of reports or relevant documentation.
* Assist at times in the organisation and administration of training courses, meetings and events.
* Provide excellent customer service on the telephone, in person and in writing, with daily contact with professionals from a range of agencies, schools, service providers, as well as visitors to the office.
* Update the South Central and Sigma website and Social Media aspects.
* May be responsible for the accurate handling and security of cash and cheques and other financial resources.
* Comply with all decisions, policies and standing orders of the school; comply with any relevant statutory requirements, including Equal Opportunities legislation, Attendance legislation, the Health and Safety at Work Act and the Data Protection Act.

**Health/Safety/Welfare**

You will:

* Be responsible for the health, safety and welfare of him/herself in accordance with the School’s policy and the Health and Safety at Work Act, 1974.
* Be responsible for the Health, safety and welfare of any student being supervised.
* Perform your duties in accordance with the Trust’s Equal Opportunities Policy and Safeguarding Procedures.
* Perform all duties efficiently and with the utmost care and confidentiality.

**Personal and professional conduct**

You will:

* Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
* Have proper and professional regard for the ethos, policies and practices of the School/Trust, and maintain high standards of attendance and punctuality
* Understand and act within the frameworks setting out their professional duties and responsibilities
* Be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

**Other**

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that you will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the line manager.

The duties of the post will be reviewed annually and after due consultation with the post holder and if she/he wishes, with his/her trade union representative, changes in duties may be made in the light of the requirements of the service.

**Person Specification – Administration Officer**

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications and Experience** | * General administration and experience * Relevant training experience * Good level of knowledge of computer   applications including Word, Excel (including creating spreadsheets, data entry and analysis), PowerPoint, Zoom, Teams and PS financials, alongside the ability to learn new systems as the school develops.   * 5 GCSE’s with a minimum grade C or above in English and Mathematics, or equivalent qualifications or relevant experience | * Experience of organising and facilitating professional development events for staff * Experience of working on websites would be advantageous as well as a good understanding of Social Media * Administration qualification |
| **Skills and Knowledge** | * Ability to work under their own initiative and to work effectively as part of a team. * Good organisational and interpersonal skills. * Ability to prioritise own workload to meet ever changing deadlines * High level of accuracy and attention to detail * Good keyboard skills * Ability to assimilate information * Good organisational and communication skills * Ability to work under own initiative * Excellent interpersonal skills * Ability to handle confidential information with discretion * Ability to use office technology and operate telephony system * Knowledge of online communication platforms e.g. Zoom and Teams * Competent in data entry/analysis and reporting requirements * Creative | * Knowledge of finance systems such as PS Financials * Knowledge of Child Safeguarding procedures |
| **Personal qualities** | * Committed to making a difference to the lives of children and young people. * Open to learning and seeking new ideas. * Self motivated * Team player * Resilience – tomorrow is a new day with new opportunities. |  |
| **Other factors** | * Satisfactory pre-employment checks including DBS, references and full career history |  |

# Notes: This job description may be amended at any time in consultation with the postholder.