

ADMINISTRATION OFFICER

Grade 2, Pt 4 – 6,

Part Time (27 ½ hrs per week), Term time plus three weeks

Purpose of Post

To work as part of a multi-disciplinary team, to provide administrative and general support for whole academy activities and provide excellent customer service to all.

Key tasks

Administration

1. Routine administrative and clerical support including word processing, spreadsheets, emailing, filing, faxing, photocopying and associated tasks.
2. Efficient use of manual/computer data filing systems including SIMS and other relevant databases, including data input and mail merge.
3. Preparation of information for school publicity, documentation and communication to parents both electronically and in paper format.
4. Provide cover at Visitors' Reception if required.
5. Undertake first aid duties across the academy.
6. Undertake reprographic duties to meet the requirements of the Academy.
7. Undertake regular student supervision duties as required, such as lesson changeovers and during student social times.
8. Sort, distribute and administer incoming and outgoing mail.
9. Maintain some confidential staff data as directed including staff ID badges, staff training records.
10. Liaise with senior management, external agencies, colleagues and parents as required.
11. Assist pupils with queries and concerns in line with school policy and procedure.
12. Support school event preparation such as Awards Evening, Open Evening, Year 7 Transition etc.
13. Provide support outside of core hours if required.
14. Attend key academy events outside of school hours as required to provide administrative and wider support.
15. Receive visitors and providing occasional hospitality for meetings if requested.
16. Provide support for recruitment including escorting candidates to interviews.
17. Support ongoing development and improvement of management of Academy administration systems and procedures.
18. Support the organisation of meetings, including booking meeting rooms and arranging catering, taking meeting notes as required.
19. Support the finance team with occasional basic administrative tasks.
20. Be willing to undertake minibus training and drive the minibus on occasion (desirable).

Standard Duties

1. To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
2. To uphold and promote the values and the ethos of the school.
3. To implement and uphold the policies, procedures and codes of practice of the School, including relating to customer care, finance, data protection, ICT, health and safety, anti-bullying and safeguarding/child protection and to maintain high standards in your own attendance and punctuality.
4. To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
5. Participate fully in staff training and development opportunities including attendance at staff meetings, and work to continually improve own and team performance, and that of the schools, sharing skills and expertise with others as required.
6. To attend and participate in relevant meetings as appropriate.
7. To undertake any other additional duties commensurate with the grade of the post.

Contacts:

Pupils, staff, parents, carers and guardians, and visitors to the school.

Responsible to:

Assistant Business Manager

This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.

This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.

ADMINISTRATION OFFICER – GRADE 2		Essential / Desirable	Application Interview Test
Qualifications			
Literacy and Numeracy skills equivalent to Level 2 of the National Qualification & Credit Framework	E	A	
Willingness to obtain basic first aid certificate	E	A/I	
Hold current valid Emergency First Aid at Work certificate	D	A	
Experience			
Have a good working knowledge of spreadsheets, databases, word processing (mail merge desirable), emails etc. and an aptitude to work with other software	E	A/I/T	
Experience of team-working to work effectively with others and meet deadlines and goals	E	A/I	
Experience of working within a school in an administrative/business support capacity	D	A	
Experience of taking Notes / Minutes of Meetings	D	A	
Skills and Abilities			
Communication skills to deliver polite, courteous and efficient customer service appropriately through all media i.e. face-to-face, telephone, email, etc.	E	A/I	
High level administrative skills	D	A/I/T	
Literacy skills including spelling, grammar and punctuation, to be able to compose letters, documents and communication	E	A/I/T	
Ability to follow procedures and instructions, anticipate priorities and manage workload	E	A/I	
Ability to work accurately, pay attention to detail and a drive to achieve quality in all aspects of the role	E	A/I/T	
To continually improve own practice/knowledge through self-evaluation and learning from others	E	A/I	
Ability to embrace and utilise the latest technology to improve efficiencies	E	A/I	
Experience in handling sensitive, emotional and difficult situations with parents, colleagues, customers and suppliers.	D	A/I	
Knowledge			
Understanding why safeguarding is important when working with children and young people	E	A/I	
Understanding of equal opportunities and inclusion and how it applies in a school setting	E	A/I	
Knowledge of data protection and why it is important to keep information confidential when dealing with children and young people	D	A/I	
Work circumstances			
Able to work flexibly as the workload demands	E	A/I	
Occasional out of hours working to support school events	E	A/I	

N.B. Any candidate with a disability who meets the essential criteria will be guaranteed an interview