

## WYMONDHAM COLLEGE JOB DESCRIPTION

### ADMINISTRATION OFFICER

<b>Line Managers job title:</b>	Administration Manager
<b>Salary:</b>	Points 5-11 of the Support Staff Scale <b>FTE</b> £23,500 - £24,2974per annum
<b>Tenure:</b>	Permanent
<b>Contract type:</b>	52 weeks
<b>Hours per week:</b>	37

#### THE POST

**Wymondham College** is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 10 primary and 7 secondary schools.

We are looking for a hard-working and enthusiastic person with high standards and the ability to communicate and interact effectively with others as part of our school as a Administration Officer.

The post of Administration Officer College forms part of the high-profile Administration Services Team who support the teaching and learning provision across the Campus. The person appointed will be part of the College Office team providing administration services to all College users and stakeholders. The postholder will use systems such as the College MIS, finance and parent pay platform along with carrying out routine, statutory, and responsive tasks, reporting directly to the Administration Manager. The person appointed will form part of the single point of contact team for students, staff, parents, carers, and visitors, to provide a first-class service.

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week's prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

#### PERSON SPECIFICATION

The personal competencies expected of an administration officer are:

- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;

- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Be able to multi-task and work under pressure;
- Be flexible and resilient in managing and executing their daily responsibilities;
- Able to demonstrate strong planning and organisational skills;
- Willingness to accept responsibility for your own actions;
- The ability to prioritise effectively, meet deadlines and accept challenges.

The professional competencies expected of an Administration Officer are:

- Have excellent communication skills in person and in writing
- Have excellent organisational skills and be flexible in managing, planning and executing daily, weekly and monthly workloads in a busy office environment
- Have a soundtrack record of successful administrative experience
- Be familiar with or prepared to be trained on the College data base and finance systems
- Be able to produce accurate work, efficiently, at speed
- Be able to work with initiative
- Work collaboratively within a team
- Be able to analyse problems and be prepared to present solutions
- Maintain confidentiality and handle situations with care and empathy
- Be able to conduct himself / herself in a confident, professional manner.

The qualifications and experience required of an Administration Officer are:

- Have a high level of literacy and numeracy (Level 3 qualifications are a minimum requirement)
- Be confident and skilled in the use of Microsoft Office systems to include Word, Excel and Outlook and be familiar with Microsoft 365
- Demonstrate excellent customer service skills

## **JOB SPECIFICATION**

### **General Responsibilities**

The Administration Officer will be required to comply with the Wymondham College Code of Conduct for Staff and Volunteers.

Wymondham College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post-holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post-holder shall participate in the College's programme of Performance Management and Continuing Professional Development.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

### Specific Responsibilities

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

- Provide excellent administration services across the College
- Provide administrative support to the Senior Leadership team
- Work collaboratively in the College Office team sharing all responsibilities and tasks
- Use the College MIS system
- Use the finance purchasing system
- Use the College cashless system used by parents
- Process archiving
- Prepare letters, reports, templates, and information for the College community
- Assist with exam results days
- Maintain student records
- Maintain and process applications for student funding such as bursaries and Pupil Premium
- Assist with events
- Assist with lettings of facilities during holiday periods
- Participate in training relating to College/Departmental processes
- Participate in the College's programme of Performance Management and Continuing Professional Development

The post-holder will be required to comply with the Trust Code of Conduct. The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post holder shall participate in the Trust's programme of Performance Management and Continuing Professional Development.

### HOURS OF WORK

Paid Weeks per year	52 weeks
Hours per week	37
Normal working Pattern	Monday-Thursday 08:30-16:30 Friday 08:30-16:00
Unpaid Breaks	30 minutes lunch break where the working day exceeds 6 hours
Holidays	Holidays in accordance with normal entitlement (see below) shall be taken at times mutually agreed with the Line Manager. Holidays should normally only be taken outside of term-time
Annual leave entitlement	Annual holiday entitlement for full-time support staff will reduce to 33 days (including bank holidays), rising to 37 days after 5 years' service.

	Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week.
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## REMUNERATION

- Points **5-11** of the Support Staff Salary Scale
- FTE Salary: **£23,500 - £25,979** per annum

The post-holder will be auto enrolled to join the Trust's nominated pension scheme for support staff provided by Norfolk Pension Fund. This scheme is a defined benefit scheme with the current employer contribution rate set at approximately **22%** (please note this rate is subject to change), and employee contributions which vary depending on earnings. Staff do have the option to reduce contributions by 50%.

## MID-YEAR ADJUSTMENTS – TERM TIME/TERM TIME PLUS

Salary payments are averaged out over the 12 months of the Academic Year. If you begin employment with the Trust during the Academic Year, or you have changes made to your contract, a Mid-Year Adjustment calculation will be made. This is to ensure that employees are only paid for work they will do over the remaining months of the Academic Year. This is worked out based on working days of the term time calendar not an equal division of full months to be worked.

## DRESS CODE

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

## PRE-EMPLOYMENT CHECKS

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.