

Job Description & Person Specification

Job Title: Administrative Officer (Level 2)

Grade: Level 2

Reporting to: Senior Administrative Staff / School Business Manager

Job Purpose

Under the guidance of senior staff, provide efficient, professional and confidential administrative support to ensure the smooth day-to-day running of the school office. The post holder will have regular contact with pupils, staff, parents/carers and external agencies, and will make effective use of school systems including Arbor (MIS) and CPOMS.

Key Duties and Responsibilities

Reception and Organisation

- Act as a first point of contact for the school, undertaking reception duties including answering telephone calls, responding to face-to-face enquiries and welcoming visitors.
- Ensure visitors are appropriately signed in, issued with badges and made aware of safeguarding procedures.
- Support the organisation of school events, trips and meetings, including preparation of documentation and coordination with staff.

Administration and Information Management

- Provide general clerical and administrative support including photocopying, filing, scanning, emailing and completion of standard forms.
- Maintain accurate manual and computerised records using the school's Management Information System (Arbor).
- Support attendance monitoring, including:
 - Daily checking and updating of pupil attendance records on Arbor.
 - Following up unexplained absences in line with school procedures.
 - Assist with attendance reports and data as required.
- Produce pupil lists, data and reports for staff, senior leaders and external agencies as required.

- Use CPOMS to record, log and manage safeguarding, wellbeing and pastoral concerns in accordance with school policy.
- Sort, distribute and dispatch mail and deliveries.
- Maintain and collate pupil records and reports in line with data protection requirements.

Resources and Finance

- Operate office equipment and ICT packages including Microsoft Word, Excel, email and internet-based systems.
- Maintain stock levels of office supplies, placing orders and distributing resources as required.

Safeguarding, Health and Safety

- Be aware of and comply with all school policies and procedures relating to safeguarding, child protection, health and safety, confidentiality and data protection.
- Record and report safeguarding concerns promptly to the appropriate designated person, using CPOMS.
- Demonstrate a duty of care to pupils, staff and visitors, taking appropriate action to ensure a safe working environment.

Wider Responsibilities

- Support equality, diversity and inclusion, ensuring equal opportunities for all members of the school community.
- Contribute positively to the ethos, values and aims of the school.
- Work collaboratively with colleagues and support the role of other professionals within the school.
- Attend and participate in meetings, training and professional development activities as required.
- Take responsibility for identifying personal training and development needs and engage with opportunities to address these.

Person Specification

Experience

- Experience of general clerical, administrative or financial work.
- Experience of working in a school or similar setting (desirable).

Qualifications

- NVQ Level 2 or equivalent qualification, or relevant experience.
- Good standards of numeracy and literacy.

Knowledge and Skills

- Confident use of ICT systems and packages, including Microsoft office, spreadsheets and databases.
- Experience of using Management Information Systems such as Arbor, SIMS (or willingness to train).
- Ability to accurately manage data and maintain confidentiality.
- Understanding of safeguarding and child protection procedures (training provided as required).
- Good keyboard and organisational skills.
- Knowledge of relevant policies, codes of practice and an awareness of relevant legislation.
- Ability to communicate effectively and build positive relationships with children and adults.
- Ability to work constructively as part of a team, understanding school roles and responsibilities.
- Willingness to undertake first aid training and other role-related training as required.

This job description may be amended to meet the changing needs of the school, following consultation with the post holder.