

Education School Support Team

JOB TITLE: Administration Support Officer

REPORTS TO: Support Manager

SUPERVISES: Support Assistants

BAND: C

JOB PURPOSE:

Provide secretarial, clerical and word processing support at senior staff level ensuring accuracy and confidentiality at all times.

Provide assistance to the Support Manager.

Work under own initiative to ensure workload is prioritised and efficiently completed.

KEY CORPORATE ACCOUNTABILITIES

To actively promote the School's Equal Opportunities Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place

To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery

To fully comply with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work

At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above

To work with colleagues to achieve service plan objectives and targets

To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs

PRINCIPAL ACCOUNTABILITIES

- Provide secretarial, clerical and word processing support at senior staff level ensuring accuracy and confidentiality at all times.
- Deputise for the Support Manager.
- Administer and distribute the weekly bulletins.
- Take responsibility for dealing with complex queries or difficult visitors.
- Manage hospitality for the whole school meetings events/functions.
- Raise orders for school supplies/contracts.
- Assist with outgoing trips.
- Provide analytical/statistical data to staff, parents and outside agencies.
- Maintain and update pupils' records; complete associated statistical returns.
- Manage, train and direct a team of Support Assistants, ensuring adequate staffing levels are maintained.
- Report student and school issues in line with the School's policies for health and safety, child protection, behaviour management etc.

- Attend meetings and training sessions as required.
- Be involved in extra curricular activities, e.g. open days, presentation evenings.