

## Administration Officer

### JOB DESCRIPTION

**Working hours:** Term Time Based Hours: 33.75 hours per week, 38 weeks per year plus 2 Inset Days. Monday to Friday 8:15am - 3:30pm with half an hour unpaid lunch break.

**Annual Leave:** The full-time rate of holiday entitlement incorporated in the formula is 25 days per year rising to 30 days per year for employees with 5 or more years of continuous employment with the Trust. The formula also provides for a pro rata entitlement to the bank and public holidays normally observed in England and Wales

**Salary:** Grade 6 (points 7-11), **Full Time Equivalent** £24,294-£25,979, **Actual Salary** £18,699-£19,996

**Responsible to:** Business Manager

### **Terms and conditions of employment:**

The job description should be read in conjunction with the contract of employment that shall set out the key terms and conditions of appointment.

### **Main job purpose**

To welcome visitors into the school and provide administrative and clerical functions for the school and its staff, ensuring that the services are provided in an efficient, effective and timely way and in compliance with the LA, Trust and academy administrative and reporting requirements

### **Duties and responsibilities:**

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the line manager.

### **Key duties:**

1. To provide an effective, timely and administrative support to staff and managers as required
2. To ensure that relevant records and documents are kept up to date and are stored securely and confidentially at all times
3. General office duties such as photocopying and filing.
4. Participate in training and take responsibility for personal development
5. To set up files for new pupils ensuring that Data Protection is adhered to
6. To ensure that all files are maintained timely, accurately and to a high standard
7. The post holder will be required to make contact with parents on a range of non-contentious issues and act as a point of contact for parents and carers and prospective parents and carers
8. To ensure that pupil's files are correctly archived when they transfer to a new school

9. To administer first aid, after having completed the relevant first aid training and, in the event of an accident, to contact parents, hospital and such like. To undertake training for administering first aid where required.
10. To handle all confidential information with the utmost discretion.
11. Promote and safeguard the welfare of children and young people in accordance with KCSIE 2023 and the academy's safeguarding policy

### **Problem solving and creativity**

Deals with changing and conflicting deadlines and frequent interruptions to work.

### **Special Conditions of Service**

Due to the nature of the post, candidates are not entitled to withhold information regarding convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 by SI 2013 1198). Candidates are required to give details of any convictions in the application process. Furthermore, appointment to this position is subject to submission of a certificate issued by the Disclosure and Barring Service that is considered satisfactory by the Trust.

### **About Aspirations**

Across our 16 Academies, Aspirations educate more than 9,000 pupils across the ages from 2 to 19 years, covering an area from West London to the Southwest of England. Operating since 2011, we have a consistent track record of improvement and success and offer excellent Continuous Professional Development (CPD) opportunities. We are determined that children receive an excellent education that prepares them for success in adult-life and are looking for people to join us who share our ideals.

*We welcome applications from people with disabilities and guarantee an interview for those with a declared disability should they meet the minimum criteria for the job. The Equality Act 2010 defines disability as "any physical or mental impairment which has a substantial and long-term effect on his or her ability to carry out normal day-to-day activities"*

*Our school (along with Aspirations Academies Trust) is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.*

*This role is UK based and your Right to Work will need to be established as part of the appointment process*

### **Keeping Children Safe in Education**

*Bovington Academy will conduct online searches of shortlisted candidates. This check will be part of a safeguarding check, and the search will purely be based on whether an individual is suitable to work with children. All aspects of social media and internet searches will be conducted. As care must be taken to avoid unconscious bias and any risk of discrimination, a person who will not be on the appointment panel will conduct the searches and will only share information if and when findings are relevant and of concern.*

**Person Specification:**

Assessed by application (A) Assessed by the recruitment process (R)

| Criteria   | Essential | Desirable |
|--|-----------|-----------|
| <b>Qualifications / Education</b>  |           |           |
| Minimum of 5 GCSE grade A*-C in English and Mathematics  | A         |           |
| Significant experience of working in a school office or equivalent office experience   | A         |           |
| <b>Skills and abilities</b>  |           |           |
| Well organised with the ability to work to tight timescales and demonstrate attention to detail  | A         |           |
| Good communication and interpersonal skills to effectively deal with a wide range of parents/carers, contractors and staff teams                             | A         |           |
| Ability to work on own initiative and as part of a team  | A         |           |
| Ability to communicate clearly and effectively   | A         |           |
| Ability to work on own initiative and as part of a team  | A         |           |
| Experience of the MiS system Arbor   | A         |           |
| Competent with a range of IT applications including Google, Word, Excel, PowerPoint  | A / R     |           |
| Physically fit and emotionally resilient   | A         |           |
| Excellent attendance and punctuality record  | A         |           |
| <b>Knowledge</b>   |           |           |
| Discretion, loyalty, commitment, patience, flexibility, good personal organisation, firmness, the ability to work within a team, and good oral communication | R         |           |
| Knowledge of child protection and safeguarding   | R         |           |