

Job Description & Person Specification



Job Title	Administrative Officer
Grade	Grade 7
Weeks & Hours	37 hours a week, 40 weeks – term time plus teacher days plus 8 days in school holiday time to facilitate month end Whilst offered flexibly, we are interested in employing someone who can work from 7:15am each day.

Personnel within this role are employed under the following Job Description and Person specification below. Details of specific roles are directed as necessary by the school.

Job Description

Overall	<p>All employees employed within this job description must be willing to:</p> <ul style="list-style-type: none"> • Complete tasks which require a level of specific training and knowledge of school systems and processes. • Be prepared to adopt the usage of new systems for example around data analysis or financial arrangements • Be proactive and promote solutions to challenges and efficiencies in work patterns • Keep such necessary training up to date • Be prepared to share this knowledge with others for the benefit of the team • Work effectively as part of a team. • Work independently; prioritising and appraising tasks as appropriate. • Be flexible in both approaches taken and the use of time/resources. • Support current policies and recognise good practice within the school. • Be aware of the importance of confidentiality and data protection. • Participate in annual appraisal with your line manager, based on agreed objectives. • Contribute to the completion of exams within school and undertake training as appropriate. • All tasks should be undertaken with due regard to Health and Safety regulations. • To undertake such duties which are within the scope of the job purpose, title of the job and its grade.
School Culture	<ul style="list-style-type: none"> • Contribute to a culture where students experience a positive and enriching school life. • Be proactive and positive in interactions with young people within and beyond the role and support students social times as need arises. • Work to establish a staff culture that promotes excellence, equality and high expectations. • Promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment. • Contribute to the safe environment through support for fire evacuations.

Role	<ul style="list-style-type: none"> ● To check monthly payroll reports in a timely manner, dealing with all wage queries promptly as soon as they arise and organising diary when such checks are required out of term time ● To maintain an accurate SCR, updating according to KCSIE requirements & ensure safer recruitment checks are completed for all new starters ● To ensure that the personnel filing system is kept current and up to date, and routinely archive / dispose of historic documents in accordance with the school's document retention schedule and GDPR practice ● To maintain accurate employee records, both electronic and manual, ensuring that any changes to contracts / pay are processed in a timely manner to meet payroll deadlines ● To support the administration of the recruitment process as required. ● To record and monitor staff absence, ensuring that medical certificates are requested where necessary, absence information is reported to payroll, and absence insurance claims are submitted in a timely manner ● To monitor and address absence management in line with Trust policy, providing reports to the head teacher, ensuring all return to work meetings are completed, absence triggers are monitored and issues escalated to line managers ● To take minutes at formal meetings where the need for accuracy and the recording of decisions is important ● To support the development of HR and administrative procedures and systems within the school ● To complete statutory and non-statutory returns, ensuring that they are accurate and submitted in a timely manner (e.g. school workforce census, monthly absence return, etc.) ● To work with the head teacher / cover manager to ensure that arrangements are in place to address staff absence ● To provide general administrative support in respect of HR matters, including recruitment and payroll administration and dealing with general staffing issues ● To cover and support other senior administrators in cases of long term absence
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Person Specification

Essential	Desirable
<ul style="list-style-type: none"> ● Great interpersonal skills. ● Ability to work effectively as part of a team. ● Level 2 qualifications in maths/numeracy and English/literacy. ● Effective ICT skills, particularly word, excel & outlook. ● A logical mind and an attention to detail. ● Experience of working with database / ICT system. ● Experience of working within the requirements of GDPR. ● Ability and willingness to undertake professional development. ● Empathy with young people and a desire to see them reach their potential regardless of barriers. 	<ul style="list-style-type: none"> ● Experience of working in a school environment. ● Experience of education database ICT system ● Awareness of child protection ● Knowledge of health and safety procedures.

Signed by employee		Date	
Signed by line manager		Date	