



**ADMINISTRATIVE OFFICER
JOB DESCRIPTION & PERSON SPECIFICATION**

Job Description

Post	Administrative Officer
Grade	Grade 4, spine point 7 (£24,294 - £25,979)
Contract	Permanent
Hours	35 hours per week – term time only plus 5 inset days
Responsible to	Chief Executive Officer

The post holder reports to the CFO/COO and the Principal.

The main contacts of the job are the CFO/COO, Principal, School Staff, School Governors, Teachers, Outside Agencies, Parents/Carers and Pupils.

Main Purpose of the job

Under the direction of (the senior staff), provide an efficient, responsive and high quality administrative and financial support to the school.

To work collaboratively across the Trust on all sites as required.

Organisation

1. To assist senior administrative support staff in maintaining an efficient and responsive support and word processing service to the school, ensuring expectations of high service standards are met
2. To assist with pupil first aid and welfare duties, including looking after sick pupils and liaising with parents and staff
3. To arrange meetings, conferences and other events to a high standard
4. Organise business travel/trips arrangements and appointments and maintain up to date diaries on behalf of school staff as required

Administration

5. To service meetings and take minutes and or notes and distribute to participants
6. To provide an efficient, accurate word processing support service, carried out to a quality and professional standard
7. To maintain, record and update all administrative information systems and procedures as required, including retrieving and collating information to a high standard
8. To undertake reception duties, dealing with routine and face and face enquiries and signing in visitors
9. To respond independently to correspondence as required
10. To maintain display boards and to ensure these are refreshed regularly

Resources

11. To maintain manual and computerised records and to use IT systems effectively to provide reports and statistics

12. To be responsible for the administration of financial systems including the processing and collecting of dinner money and paying invoices using a purchase card in line with financial regulations
13. To arrange the orderly and secure storage of stocks and supplies
14. To ensure standard office equipment is serviced regularly
15. To provide general advice and guidance to staff, pupils and others

Responsibilities

16. To ensure accuracy and confidentiality of all information produced
17. To provide cover for other administrative colleagues when required
18. To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
19. To be aware of and support difference and to ensure equal opportunities for all
20. To contribute to the overall ethos, work and aims of the school
21. To attend and participate in meetings as required
22. To participate in training and other learning activities and performance development as required

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves unachievable, job redesign will be fully considered.

Safeguarding Children

WOT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

Conditions of Service

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Trust.

Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions and are expected to disclose such information at the appointment interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the Trust Equalities policies.

Date of issue:

Signature of postholder:

Name of postholder:

Signature of CEO:

Person Specification Administrative Officer

Experience

- Experience of working in an administrative and finance support environment

Qualifications/Training

- Effective written and verbal communication skills to liaise with a wide range of people at all levels
- Possess good numeracy skills

Knowledge/Skills

- Ability to plan and prioritise own workload, and that of others to meet deadlines within fixed timescales
- Accuracy and precision when preparing, maintaining and monitoring financial data and producing relevant information
- Excellent personal and office organisational skills and ability to develop and maintain effective administrative systems
- Ability to produce accurate minutes or notes from meetings
- Willingness to undergo minor first aid training
- Demonstrable ability to operate various software packages, e.g. Microsoft Word and Excel, and information technology systems
- Have a general knowledge and awareness of the regulatory framework of schools and education
- Have the ability to relate well to children and adults
- Be able to work constructively as part of a team, understanding school roles and responsibilities and your own position within these
- Have the ability to identify your own training and development needs and cooperate with the means to address these needs

Personal Style and Behaviour

- Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.
- Self motivation and personal drive to complete tasks to the required timescales and quality standards.
- The flexibility to adapt to changing workloads demands and new school challenges.
- Personal commitment to ensure that services are equally accessible and appropriate to meet the diverse needs of the service users.
- Personal commitment to continuous self-development.
- Personal commitment to continuous school improvement.

- Personal commitment to the school's professional standards, including dress code as appropriate.
- Be willing to consent to apply for an enhanced disclosure to a DBS (Disclosure and Barring) check.