



# ARTHUR MELLOWS VILLAGE COLLEGE



## JOB DESCRIPTION

*This school/college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*

**NAME:**

**JOB TITLE:** ADMINISTRATOR

**RESPONSIBLE TO:** HR OFFICER AND PAs TO HEAD OF COLLEGE

**LINE MANAGEMENT RESPONSIBILITY:** NONE

**BUDGET:** NONE

### MAIN RESPONSIBILITIES:

- 1 To provide high level confidential administrative support to the HR team.
- 2 To assist with recruitment administration.
- 3 Utilise high quality administration and filing systems using ICT to improve efficiencies within the HR Department.
- 4 Contribute to the safeguarding and promotion of the welfare and personal care of children and young people in line with Keeping Children Safe in Education and Child Protection Procedures.

### SECTION 1 - DUTIES:

1	Work within the HR team to provide full and effective HR administrative support for the College and the MAT HR Central Service.
2	Participate fully in the recruitment procedure across the school/MAT.
3	Check and maintain the Vacancies email inbox, responding to and signposting queries as appropriate.
4	Use contract information and employee/casual/volunteer data to ensure the SIMS (School Information Management System) personnel database is up-to-date.
5	Maintain employee files and assist with the digitisation of files.
6	Assist with staff inductions for all new staff.
7	Assist with routine enquiries from the staff and students.
8	Produce typed documentation, reports, spreadsheets and databases to a very high standard using relevant IT resources.
9	Assist the HR team with the production of HR publications, adverts, job descriptions, person specifications and policies across the MAT.

10	Assist with the co-ordination aspects of College events where allocated, this may involve attending some events in the evenings and working out of hours.
11	Provide efficient administration of the wide range of data as supplied to, and used by the School.
12	Undertake general secretarial / receptionist duties – acting as first point of contact with the school, responding to enquiries and passing appropriate messages / information to staff.
13	To provide First Aid care and support for students, staff and visitors as required, training will be provided.
14	To assist with Reprographic facilities for the College as required, by use of digital networked photocopying equipment, laminators, ring binders, stapler and cutting equipment.
15	Liaise with external agencies as requested.
16	Work flexibly to meet agreed deadlines and targets.
17	Support and aid the opening and distribution of formal, and informal communications in the school, both paper and electronic, internal and external.
18	Assist in the general maintenance of records and data.
19	Work with others in updating and producing all forms of College information.
20	To receive and forward all communications.
21	Use of software packages used within the College.
22	To operate the telephone system within the College.
23	Deal with or report to the nearest member of the teaching staff, incidents that are seen or reported regarding pupils' welfare.
24	To respond appropriately to pupils' needs for pastoral problems initially presented as being medical / first aid related.
25	To assist with hospitality arrangements for all functions within the College. Specifically providing refreshments for visitors, internal meetings, training sessions etc. To include clearing refreshments and tidying room at the end of the session.

### **Health and Safety**

Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.

Co-operate with the employer on all issues to do with Health, Safety and Welfare.

### **Continuing Professional Development**

1. In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the School.
2. Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.

3. Undergo appropriate training to support the delivery of 'specified work' in order to develop skills for the post.

### **Child Protection**

The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to his/her Line Manager or the School's Child Protection Officer.

### **Other Tasks**

Any other tasks, duties or services that may be reasonably requested by the HR Officer and PA's to Head of College.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the College in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Head of College or the incumbent of the post.

Compiled by:	
Approved by:	
Date:	