

## **Job Description**

Job title:	<b>GENERAL ADMIN OFFICER</b>
Grade:	<b>Grade 4, P4 - 9, in line with the NJC Pay Scales</b>
Responsible to:	<b>The Senior Admin Officer, the School Business Manager, the Headteacher and members of the Senior Leadership Team</b>
Supervisory responsibility:	<b>Office/Admin Staff</b>

### **General Description of the Post**

The postholder is expected to carry out the professional duties as described below, as circumstances may require and in accordance with the school's policies under the direction of the Headteacher.

- The postholder is required to fully support the vision, ethos and policies of the school.

### **Job Purpose**

- To assist in the provision of an efficient administrative and clerical support function within the school office
- To be responsible for assisting in the smooth running of the school office.
- To assist in the maintenance of the various school computerised databases of pupil and staff information.
- To provide administrative support to the school's Senior Leadership Team (SLT).

### **Duties and Responsibilities**

#### **1. Responsibility for assisting in the smooth running of the school office, including:**

- Being the first and main point of contact for parents and visitors to the school.
- Dealing with queries and requests from stakeholders at all levels.
- Assisting with office duties such as sending out electronic or paper-based letters, pupil record filing, scanning, printing, updating the school calendar, calling parents, updating the schools social media platforms etc.
- Liaising with the SAO/SBM relating to work to be undertaken by the office staff.
- General Microsoft Office Suite processing.
- Any other reasonable administration tasks.

#### **2. Assisting in the maintenance of the various school computerised databases of pupil and staff information, including:**

- Maintaining the school's electronic database of pupil records, liaising with the SAO, SBM as well as Senior Leader and Teachers to keep these accurate and up to date.
- Providing assistance with other information databases/systems during the busiest times of the year.

- Assisting with Office cyclic duties.

### **3. To provide administrative support to the Senior Leadership Team, including:**

- Assisting the Senior Leaderships Team in all aspects of her/his role, including contacting parents and pupils where necessary.
- In liaison with the pastoral teacher, maintaining a confidential filing system
- Attending meetings and taking minutes if required.

### **General Statements**

- Required to carry out all reasonable duties and responsibilities of the post in accordance with the Councils' policies and procedures and standing orders.
- Enactment of Health and Safety requirements and initiatives as appropriate
- All employees are required to declare any conflict of interest that may arise before or during their employment.
- Any outside activities, either paid or unpaid, must not in the view of the School conflict with or react detrimentally to the Authority's interest, or in any way weaken public confidence in the conduct of the School's business.
- Undergo and meet school conditions for a satisfactory enhanced DBS check.
- Must comply with all equality legislation, policies and procedures; actively promote ways of eradicating and challenging racism, prejudice and discrimination through the School's policies and procedures.
- To have due regard for safeguarding and promoting the welfare of children and young people, and to follow the child protection procedures adopted by the Southwark Safeguarding Children Board.
- Ensuring work is line with the School's Green Commitment Policy goals.
- Being aware of responsibilities under the Data Protection act for the security, accuracy and relevance of information held and maintained.
- Treating all information acquired through your employment, both formally and informally, in strict confidence
- To demonstrate a commitment to good customer care.
- Any other duties of an appropriate level and nature will also be required.

### **To contribute as an effective and collaborative member of the School Team**

- Participating in training to be able to demonstrate competence.
- Participating in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Contributing in meetings and being a supportive member of the school team.

### **Other**

To have professional regard for the ethos, policies and practices of the school in which you work, and maintain high standards in your own attendance and punctuality:

- Assist in the smooth running of the school at all times.
- Perform any reasonable duties as requested by the Headteacher.

### **Role review**

This job description is not the contract of employment, or any part of it. It sets out the main duties of the post at the time of drafting and cannot be read as an exhaustive list. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without

consultation with the post holder subject to the Headteacher's approval. This document must not be altered once it has been signed but will be reviewed annually as part of the post holder's performance review.

**Signature of post holder**..... **Date** .....

**Signature of Headteacher** ..... **Date** .....



### **Person Specification: General Admin Officer**

Evidence will be gathered from letter of application, references, interview and tasks.

<b>Attributes</b>	<b>Requirements</b>	
	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge / Qualifications</b>	<ul style="list-style-type: none"> <li>A sound knowledge of computer databases.</li> </ul>	<ul style="list-style-type: none"> <li>Up to date knowledge of local government computerised school databases.</li> </ul>
<b>Experience</b>		<ul style="list-style-type: none"> <li>Experience of administration in a similar public sector environment.</li> <li>Experience of working in a school environment.</li> <li>Experience of working on databases.</li> <li>Experience in Microsoft Office Suite</li> </ul>
<b>Aptitudes, skills and Competencies</b>	<ul style="list-style-type: none"> <li>Ability to communicate with care and discretion with persons at all levels.</li> <li>Ability to work pro-actively to achieve efficiency and effectiveness of a team of staff.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Ability to organise one's own tasks with minimum supervision.</li> </ul>	
<b>Special Conditions</b>	<ul style="list-style-type: none"> <li>• Motivated to work with children &amp; young people.</li> <li>• Ability to form &amp; monitor appropriate relationship &amp; personal boundaries with children &amp; young people.</li> <li>• Emotional resilience in working with challenging behaviours.</li> <li>• Appropriate attitudes to use of authority &amp; maintaining discipline.</li> <li>• The postholder may be required to work outside of normal school hours on occasion, with due notice.</li> <li>• All postholders will be required to undertake an enhanced DBS check. Individuals on the children's barred list (and adults barred list where relevant) should not apply.</li> <li>• An understanding of the principles of Keeping Children Safe in Education 2015 and a commitment to ensuring the health, safety and wellbeing of all children.</li> </ul>	