



Ralph Allen School Role Description

Role title	Administration Officer
Grade	Grade 5, points 11-15 This is a full time position of 37 hours per week, term time only plus all INSET days and 5 days during the holidays.
Responsible to	Office Manager
Date	June 2024
1. Role purpose	To provide a high quality, professional and sensitive administration service to the Leadership Team. To oversee the organisation of the reception area and provide reception support daily. To assist in the organisation of key school events. To assist with the administration of Duke of Edinburgh Awards.
2. Principal duties and Responsibilities	<p><i>This job description only contains the main accountabilities relating to this post and does not describe in detail all duties required to carry them out. It gives examples of the current range of responsibilities, but these may change (within the range of the job grade) as the school develops.</i></p> <p>These will include:</p> <ol style="list-style-type: none"> 1. To provide a high quality, professional and sensitive administration service to the Leadership Team. To undertake a range of administrative tasks, including the booking of appointments, maintaining/updating calendars, letter writing, and assisting with the coordination of events, meetings and innovations throughout the school year. 2. To assist the Office Manager and Leadership Team or other responsible manager in the administrative arrangements of the school office and the provision of efficient support services to the Leadership Team and staff of the school. 3. To be proactive, aware of future events and plan ahead at all times. 4. To assist with the organisation of key high-profile events throughout the school year, such as the annual careers event, celebration events and other planned events, following school procedures and ensuring that the events are a favourable representation of the school. 5. To provide a document processing service to staff at the school, including all the members of the Leadership Team, using up to date software. Producing well-presented and accurately word-processed correspondence, publications, reports, PowerPoints, minutes, meeting notes and agendas. 6. To assist in the creation of school booklets and publications, using desktop publishing software if required, this may include the annual student planners, KS4 options booklet, etc. 7. To update and use the online school information systems as required (with other members of the team): SIMS, website, Onelan, social media, etc. To send messages to parents/staff using the current school system. To assist with innovations in the use of new technology in the Communications office area. To publish weekly bulletins and fortnightly news to parents.

8. To be the administration lead support for work experience and careers.
9. To be administration lead support for Duke of Edinburgh.
10. To take responsibility for the administration of pre-loved uniform to parents.
11. To be the administrative support for Middle Leaders' Briefings and Forums.
12. To cover and support the Reception area on a daily basis.
13. To ensure that correct school safeguarding procedures are followed, working closely with the Safeguarding Lead.
14. To assist with admissions and marketing as required.
15. All members of support staff are required to carry out a weekly duty at breaktime, and after appropriate training to take part in the first aid rota, providing first aid to students.
16. To undertake other appropriate duties at the request of the Headteacher, governors, and Leadership Team.

Self-evaluation of all the above will be carried out as a continual process.

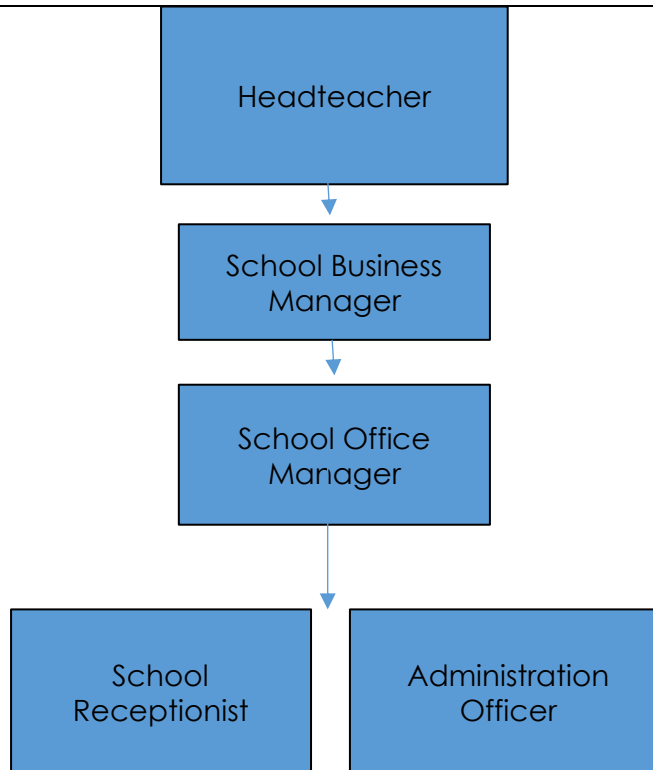
As a term of your employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the line manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

3. Dimensions (in quantitative terms, the key areas on which the job has an impact)

Leadership Support Team, Leadership Team, staff, students and parents/carers. stakeholders of the school

4. Organisation chart



5. Physical Effort	Working in a busy reception area in a large secondary school. Travel around a large school site.
6. Working Environment	A very busy, shared space with other members of support staff, in proximity to the leadership office and reception in a large secondary school. For duty, the school environment including the coach park outside the school.
7. Person specification	<p><i>Essential:</i></p> <ul style="list-style-type: none"> • Evidence of good basic education with 5 GCSE's or equivalent (including English Lang., Grade C minimum); good literacy skills • Education at post-GCSE level • Experience, proficiency and confidence working with all Windows applications, including Word, Excel, PowerPoint, Outlook and Publisher • High level IT skills • At least 2 years' previous administrative experience • Ability to communicate clearly and work as part of a professional and dedicated team • Ability to work with speed and accuracy under pressure in a busy office • A passion for education, and a proactive, flexible and enthusiastic approach to all aspects of school life <p><i>Desirable:</i></p> <ul style="list-style-type: none"> • Experience of working in a school or other educational environment • Touch-typing ability
8. Additional information	<ul style="list-style-type: none"> • This job description only contains the main accountabilities relating to this post and does not describe in detail all duties required to carry them out. • The postholder will at times have access to information of a confidential nature and it is essential that the successful applicant is aware of the need for discretion. • The postholder will at all times carry out his/her duties and responsibilities with due regard to the Governors' support of and commitment to Equal Opportunities Policies. • The postholder will be expected to undertake any appropriate training provided by the school to assist them in carrying out any of the above duties. • The postholder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to, including those relating to security of information and data. • This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Service Certificate is required for this post prior to commencement. • Although this post will be based at Ralph Allen School, you may be required to work at other schools which are members of the Palladian Academy Trust.