

POST TITLE: Administration Officer	GRADE: 5 – SCP 11-15
RESPONSIBLE TO: Headteacher / Deputy Headteacher/Assistant Headteacher (<i>as appropriate</i>)	

Responsible for:

No direct reports

Purpose of role:

To provide a professional, efficient and proactive administrative support service.

Principle Accountabilities:

- a) To act as an integral part of the school staff team, and responsible for contributing to the overall aims of the school.
- b) Identify opportunities to improve efficiency and implement new administrative processes, including the use of systems which enhance the application of information technology in the school's administration work.
- c) To act as an integral part of the school staff team, and responsible for contributing to the overall aims of the school.
- d) Responsible for organising and prioritising own workload.
- e) Accountable for delivering excellent customer service.
- f) Responsible for completing and overseeing school general administration tasks as directed.
- g) Ensuring all school policies and procedures are adhered to by self and others.
- h) To carry out reception/front of house duties as and when required.
- i) Ensuring that all deadlines are met as determined by the Headteacher/Line Manager.
- j) To undertake any other duties that are commensurate with the role and grade.

Data Protection and Safeguarding:

- Work within the requirements of Data Protection at all times
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concerns
- Remain vigilant to ensure all students are protected from potential harm

General

- The post-holder will be expected to exemplify the trust values of Respect, Opportunity, Collaboration and Aspiration and demonstrate trust behaviours as outlined in "The Futura Way".

- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection and welfare of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order. <https://www.gov.uk/government/collections/dbs-filtering-guidance>

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Futura Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Your suitability to work with children and young people will form part of the selection process. For this post prior to appointment, Futura Learning Partnership will apply for an enhanced disclosure certificate from the Disclosure and Barring Service.

Person Specification – Administration Officer	Essential (E) or Desirable (D)
Education/Qualifications	
Good standard of education, including 5 GCSE passes including Maths and English at grade C or 4 or above	E
Good ICT skills	E
NVQ level 3 in Business Administration or equivalent qualifications or relevant experience	E
Experience	
Working as part of a team in a busy office environment	E
Working in a front of house position	D
Working with young people in a learning environment	D
Providing administrative support to senior management	D
Behaviours	
Operates with integrity	E
Committed to continuous professional development	E
Committed to a collaborative team approach	E
Skills	
Excellent verbal and written communication skills	E
Excellent organisation skills	E
Ability to prioritise and multi task	E
Good level of IT skills including Outlook and MS Office	E