



# JOB DESCRIPTION

## ADMINISTRATION OFFICER

*At Phoenix School, the education of our students is our first concern. All staff are accountable for achieving the highest possible standards in work and conduct. Staff are expected to act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills up to date and be self-critical; forge positive professional relationships; and work with parents in the best interest of their students*

**GRADE: SCALE 4, TERM TIME + ONE WEEK**  
**RESPONSIBLE TO: OFFICE MANAGER / SCHOOL BUSINESS MANAGER**

### **PURPOSE OF THE POST:**

To support the aims and ethos of the school by providing an administrative service within the school in particular to Pupils, Finance, HR and General Administration.

### **THE MAIN AREAS OF RESPONSIBILITY WILL BE:**

#### **ADMINISTRATIVE DUTIES:**

#### **ADMISSION AND ANNUAL REVIEW PROCESS & ADMINISTRATION**

- To support the Senior Admin Officer:
  - In administration of in-take, planning and annual review meetings for new students and existing students and take lead in their absence.
  - Update pupil records and ensure details are kept up to date using the school SIMS System.
  - Produce and send exclusion letter to LA and parents upload on school SIMS System.
  - Accurately maintain and file pupil records and documents and send on when pupils leave.
  - Maintaining the waiting list for the school.
  - Provide administration support for transport requirements for students.
  - Provide administration support of information between schools.

#### **PURCHASING AND FINANCIAL ADMINISTRATION**

- To support Finance:
  - With financial processing including purchasing/invoicing, bank transactions, petty cash and credit card within the school.
  - With the coding of invoices with the correct expenditure code, ensuring they are logged on the system.
  - Ensuring statements are checked and copy invoices requested when needed.
  - Support updating and maintaining on SIMS records of FSM, MFSM and UIFSM including dinner money collected.

#### **HR RELATED MATTERS INCLUDING RECRUITMENT CAMPAIGNS**

- To support in updating Personnel records using SIMS MIS System.
- Data entry of staff absences, CPD records and Staff Inductions.
- To support in administrating pre-employment recruitment checks.
- To support in preparation Interview packs and schedules for interview panel.
- To support in administering DBS checks for current staff renewals and pre-employment.
- Ensuring that data is managed securely and in line with GDPR legislation.
- To create files for new staff and maintain efficient and up to date files for all staff.
- To support in maintaining the Single Central Record.
- To conduct SCR Agency and Third-Party checks.

## **GENERAL ADMINISTRATIVE TASKS**

- Providing cover to reception at peak times and staff absences.
- Support Office Manager exam administration of external examination.
- Dealing with front line enquires from staff, pupils, visitors and pupils in person, by phone or e-mail, in a polite, professional and prompt manner.
- Generating and issuing standard letters, as requested.
- Liaising with parents, the local authority and any other outside agencies as necessary.
- Providing hospitality for visitors and set up refreshments for senior leaders and visitors as required, including recruitment campaigns, conferences and events.
- To ensure visitors sign in using the InVentry System and are provided with a visitor's badge.
- To programme access cards using Access Control System and to record, monitor and cancel cards.
- To prepare post for franking and to take post to the post office.
- To liaise with the G4S help desk on all reported building defects and to keep a written record of the call.

## **ADDITIONAL RESPONSIBILITIES AND GENERAL REQUIREMENTS:**

- Undertaking any professional duties commensurate with the grade of the post, reasonably delegated by the Head Teacher or Senior Manager.
- Participating in the school's appraisal and professional development arrangements, ensuring that objectives are set and met within the agreed time-scale.
- Attending and participating in relevant training (including training and development days), sharing the knowledge and ideas gained with colleagues.

## **VARIATION CLAUSE:**

1. This is a description of the job as it is constituted at the date shown. It is the practice of the school to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Executive Headteacher in consultation with the Post Holder.
2. 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.

## **FLEXIBILITY CLAUSE:**

1. Other duties and responsibilities express and implied which arise from the nature and character of the post within the school mentioned above or in a comparable post in any of the school's other sections or departments.
2. Staff are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

## **EQUAL OPPORTUNITIES STATEMENT**

To ensure equality of opportunity for all people in service provision and in employment, and to oppose strongly any form of discrimination.

## **SAFEGUARDING**

Phoenix is committed to the safeguarding and welfare of our children and young people and expects all our staff and volunteers to share this commitment.

# PERSONAL SPECIFICATION



**POST TITLE:**  
**GRADE:**

**ADMIN OFFICER**  
**SCALE 4, TERM TIME + ONE WEEK**

<b>Selection criteria – please address these in your personal statement</b>	
<b>Qualifications and experience</b>	Have a minimum of Grade C in English and Maths GCSE level or equivalent Hold a relevant NVQ Level 3 in Business/Finance or relevant qualification or Significant experience of working in a school environment and ability to work and support in a non-mainstream setting
	Experience of working as a receptionist and/or in an administrative capacity. (Candidates who have experience in an educational context will be at an advantage).
	Experience of using and maintaining administrative systems (both computer and paper based).
	Experience of using and maintaining the school's management information system SIMS.
	Experience of using and maintaining the school's finance system.
	Experience of recording school purchasing, school invoicing, credit card and petty cash.
	Experience of recording student and personnel records.
	Ability to build and maintain excellent professional relationships with children, parents, colleagues and across agencies, dealing sensitively with people and resolving conflicts.
	Significant experience of working in a school environment and ability to work and support in a non-mainstream setting.
<b>Knowledge and understanding</b>	Understanding of and commitment to equal opportunity issues within the workplace.
	Understanding and knowledge of IT administration systems.
	Understanding issues affecting pupils with SEN needs.
	Knowledge of safeguarding, Keeping Children Safe in Education and Child Protection.
	Knowledge of good practice in information management and data protection.
<b>Skills</b>	Good ICT skills.
	Ability to be self-motivated, flexible and well organised to manage at times, unpredictable and variable workloads.
	Ability to meet targets and deadlines in a pressurised environment.
	Ability to use computer skills to operate Word, Excel and the school's management information system to produce letters, reports and spread sheets.
	Ability to communicate effectively, both verbally and in writing.
	Ability to speak the community Language to meet establishment needs.
	Ability to maintain strict confidentiality in all matters.
	Ability to build and maintain effective working relationships with a wide variety of people and organisations.
	Ability to use inter-personal skills to build and maintain effective working relationships.
<b>Personal qualities</b>	Ambition, energy, enthusiasm, determination and drive.
	Resilience, reliability, professionalism and integrity.
	Thoroughness and efficiency with an attention to detail.
	Commitment to developing the role by undertaking CPD and seeking out opportunities to enhance and update practice.
	Positive work ethic – being flexible and willing to 'go the extra mile'.
<b>Other</b>	A DBS enhanced disclosure that is satisfactory to the School.
	Flexible working hours, which may involve occasional out of hours work including holidays to meet the needs of the school.