

Melland High School
Bright Futures Educational Trust
Job Description
Administration Officer – Grade 3

The post holder will report to Principal / Office Manager. Apart from other colleagues in the school, the main contacts of the job are the Principal, teaching and other support staff, pupils and parents.

Main Purpose of the job

To provide a comprehensive administrative and financial support to the school

To work collaboratively with all staff and parents in order to support pupil wellbeing and achievement.

Organisation

1. To receive visitors to the school and to communicate with courtesy and clarity to all staff, pupils, parents, carers, visitors, outside agencies and the wider community, including answering general telephone and face to face enquiries.
2. To assist with pupil first aid and welfare duties, including looking after sick pupils and liaising with parents and staff etc
3. To undertake routine clerical and administrative support duties on behalf of individual members of staff, Sections / Departments or Faculties, in relation to the organisation of school activities.

Administration

4. To provide general clerical and administrative support, for example, photocopying, filing, faxing, completing standard forms and returns to the LA and outside agencies and responding to routine correspondence
5. To maintain and update all administrative and information systems and processes as required, including retrieving and collating information to ensure deliver of a high level administrative service
6. To produce lists, information and data as required, for example, pupils data and to maintain and collate pupil reports
7. To assist with school administrative duties relating to examination invigilation where appropriate.

8. Arrange meetings and events and take notes at meetings to a high standard
9. To collect and distribute incoming mail, despatch outgoing mail as appropriate
10. To undertake routine administration of school lettings and other uses of school premises
11. To maintain display boards and to ensure these are refreshed regularly
12. To administer school registration procedures in line with statutory requirements

Resources

13. To operate relevant equipment and ICT packages (for example word, excel, databases, email, internet)
14. To maintain records of stationery supplies and stock, cataloguing and distributing and order stock and equipment as required
15. To operate uniform, snack and other 'shops' within the school
16. To provide general advice and guidance to staff, pupils and others

Responsibilities

17. Use initiative in time management to organise own workload in order to meet deadlines
18. To provide cover for other administrative colleagues when required
19. To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
20. To be aware of and support difference and to ensure equal opportunities for all
21. To contribute to the overall ethos, work and aims of the school
22. To attend and participate in relevant meetings as required
23. Help to identify own personal development needs and to participate in training and other learning activities and performance development as required

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves unachievable, job redesign will be fully considered.

Person Specification
Admin Officer - General

Experience

- Experience of general clerical, administrative and financial work

Qualifications/Training

- Possess good numeracy and literacy skills

Knowledge/Skills

- Ability to manage own workload effectively
- Willingness to undergo minor first aid training
- Ability to produce accurate written minutes /notes of meetings
- Knowledge and experience of information technology and ability to use ICT packages, including spreadsheets, data bases and word processing
- Possess good keyboard skills in order to produce high quality documents
- Accuracy and precision when preparing, maintaining and monitoring financial records and dealing with cash
- Have a knowledge and awareness of the regulatory framework around education and schools
- Ability to relate well to children and adults
- Be able to work constructively as part of a team, understanding school roles and responsibilities and your own position within these
- Ability to identify your own training and development needs and cooperate with the means to address these needs

Personal Style and Behaviour

Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.

Self motivation and personal drive to complete tasks to the required timescales and quality standards.

The flexibility to adapt to changing workloads demands and new school challenges.

Personal commitment to ensure that services are equally accessible and appropriate to meet the diverse needs of the service users.

Personal commitment to continuous self-development.

Personal commitment to continuous school improvement.

Personal commitment to the school's professional standards, including dress code as appropriate.

Be willing to consent to apply for an enhanced DBS (Disclosure and Barring Service) check.