

## JOB DESCRIPTION

<b>JOB TITLE</b>	Administration Officer
<b>ACADEMY:</b>	
<b>GRADE</b>	Grade 3 (SCP 6-11)

### **JOB PURPOSE**

Under the direction of senior staff, the postholder will provide routine general clerical, administrative, and financial support to the [Principal / Business Manager\\*](#).

### **KEY TASKS – Administration & ICT**

1. To undertake word processing and other ICT related tasks including letters, reports and schedules, and work which utilises other ICT packages, such as databases, spreadsheets, formatting presentations or research on the internet.
2. To take notes/minutes of meetings as required, e.g. pupil reviews, CP meetings and staff meetings, and undertake other related tasks to support the organising of meetings, such as typing agendas, collating papers and booking rooms.
3. To maintain and collate registers, pupil reports & data and any other information/statistical returns routinely required
4. To undertake routine administration of academy lettings and other uses of academy premises.
5. Under the direction of the Principal, organise supply cover.

### **KEY TASKS – Finance & Physical Resources**

6. To undertake the financial transactions relating to, school fund, petty cash, school trips, photographs, postage, telephone calls and school meals, and the balancing of such funds and secure monies in accordance with academy procedures
7. To order equipment as requested, process invoices and reconcile statements from electronic financial management information systems in line with financial procedures.
8. To maintain stationery and consumables stock and supplies for the whole academy, cataloguing and distributing as required.
9. To operate uniform/snack or other school 'shops' within academy.

### **KEY TASKS – Reception & Customer Service**

10. To undertake reception duties, answering routine telephone and face-to-face enquiries, taking messages and forwarding them onto the relevant person as required.
11. To welcome visitors to the school, ensuring health and safety and safeguarding procedures are followed, such as signing in/out of a register, issuing badges/passes or escorting visitors as required.
12. To respond to queries and provide general advice and guidance to staff, pupils and parents and others
13. To make arrangements for external visitors, for example, the school nurse, photographer, linked schools and parents.

#### **KEY TASKS – General Clerical**

14. To provide general clerical support e.g. photocopying, filing, faxing, emailing, completing routine forms and responding to routine enquires.
15. To sort and distribute internal and external mail.

#### **KEY TASKS – Welfare**

16. To undertake pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff in accordance with Academy Procedure.

#### **STANDARD DUTIES**

1. To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
2. To uphold and promote the values and the ethos of the school.
3. To implement and uphold the policies, procedures and codes of practice of the School, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
4. To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
5. To participate and engage with workplace learning and development opportunities, subject to the school's training plan, working to continually improve own performance and that of the team/school.
6. To attend and participate in relevant meetings as appropriate.
7. To undertake any other additional duties commensurate with the grade of the post.

**CONTACTS**

Pupils, staff parents, carers and guardians, and visitors to the school

**RELATIONSHIP TO OTHER POSTS IN THE DEPARTMENT**

**Responsible to:** [Senior Office / Office Manager](#)

**Responsible for:** Not applicable

**SPECIAL CONDITIONS**

DBS Disclosure required – Enhanced

	DATE	NAME	POST TITLE
PREPARED			
REVIEWED			
REVIEWED			

## **PERSON SPECIFICATION**

**Job Title:** Administration Officer

	<b>Selection Criteria Essential</b>	<b>Selection Criteria Desirable</b>	<b>How Assessed</b>
<b>Education &amp; Qualifications</b>	<p>Literacy and Numeracy skills equivalent to Level 2 of the National Qualification &amp; Credit Framework</p> <p>Willingness to obtain basic first aid certificate</p>	<p>NVQ 2 in Business Administration or EDCL qualification</p> <p>First aid certificate</p>	<p>AF</p> <p>AF / I</p>
<b>Experience</b>	<p>Experience of using computer packages for word processing, spreadsheets, databases, e-mails and researching information</p> <p>Experience of undertaking a wide range of office based administration and clerical tasks, including financial procedures and responsibilities</p> <p>Experience of handling cash</p> <p>Experience of undertaking reception duties and providing high levels of customer care</p> <p>Experience of team-working to work effectively with others and meet deadlines and goals</p> <p>Experience of following instructions, procedures and policies</p>		<p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p>
<b>Skills &amp; Abilities</b>	<p>Communication skills to deliver polite, courteous and efficient customer service, in person and over the telephone</p> <p>Written communication skills to take accurate messages, passing them on to others and to take accurate minutes</p>		<p>AF / I</p> <p>AF / I</p>

	Initiative to respond to unexpected problems using recognised procedures and policies as a guide		AF / I
	Organisational skills to work under pressure to complete tasks to deadlines, re-prioritising own work-load if necessary		AF / I
<b>Knowledge</b>	Understanding of data protection and the need to keep information confidential		AF / I
	Understanding why safeguarding is important when working with children and young people		AF / I
<b>Work circumstances</b>	To work occasionally out of hours work to support school functions		I

*Abbreviations:* AF = Application Form; I = Interview.

**N.B. – Any candidate with a disability who meets the essential criteria will be guaranteed an interview**