



## Job Description

<b>POST:</b>	Office Administrator
<b>RESPONSIBLE TO:</b>	Office Manager
<b>GRADE:</b>	SCP9 – SCP13
<b>SALARY:</b>	£20,903 - £22,627 FTE
<b>LOCATION:</b>	Oasis Academy Media City UK
<b>WORKING PATTERN:</b>	37 Hours per week – term time only plus 4 weeks
<b>DISCLOSURE LEVEL:</b>	Enhanced
<b>JOB PURPOSE:</b>	To undertake a variety of administration tasks to contribute to the smooth running of the Academy Administration Team in order to efficiently support the staff and students of the Academy.

### SPECIFIC RESPONSIBILITIES:

- To undertake a comprehensive range of administration tasks, ensuring that work is prioritised and deadlines are met
- To make hospitality arrangements including booking rooms, ordering provisions and providing refreshments for meetings and events
- To check stationary stock and order supplies
- To receive and process incoming calls, passing on messages to the appropriate staff
- To greet visitors at reception, answer queries or advise member of staff of arrival, if required
- To operate the school telephone system, answering calls and either transferring or taking messages as appropriate
- Maintain electronic calendars as required
- To undertake a variety of reprographic tasks, ensuring that departments are supported (copying, laminating, guillotining, binding)
- To maintain and update student records
- To prepare large scale distribution of letters and papers to the parent community
- Play an active role in Fire evacuation
- To cover all reception duties during lunchtimes and staff absence
- To draft and type letters, documents and reports, some of a confidential nature
- To input into designated information management systems and to use, download and distribute associated output as required. (Bromcom, Reconnected, Impact, Parentpay, Inentry, Handsam)
- To maintain accurate records and files, contributing to the development of administrative systems and processes
- Monitor and respond to queries received via the app or academy mailboxes
- To log and distribute deliveries or post and process outgoing mail
- To carry out other administrative duties as mutually agreed.
- Carry out First Aid duties
- Organise in-school events including parents evening, awards evening, open days, festivals and other events
- Communicate with parents and other stakeholders via phone, email or the app



## OTHER:

- The post holder will be subject to performance management objectives agreed annually
- All staff take an active role in the Academy's care and guidance of students.
- The post holder will carry out additional site-specific duties (subject to negotiation)
- The post holder is expected to carry out such other duties as may reasonably be assigned by the Principal.

## Safeguarding children and young people

Oasis is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

**The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.**

**The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.**

**Signed:**

<b>Employee:</b>		<b>Line Manager:</b>	
<b>Print Name</b>		<b>Print Name</b>	
<b>Date</b>		<b>Date</b>	



## General Administrator Person Specification

### Our Purpose

Oasis Academies exist to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

### Oasis Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our Academies. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Good levels of numeracy and literacy.</li></ul>	<ul style="list-style-type: none"><li>• GCSE English &amp; Maths (or equivalent)</li></ul>
<b>Experience, Skills and knowledge</b>	<ul style="list-style-type: none"><li>• Experience of working in a busy office environment or similar</li></ul>	<ul style="list-style-type: none"><li>• Recent school office experience</li></ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Ability to use a keyboard and operate office equipment e.g. photocopier</li><li>• Ability to take accurate messages and pass them on to others</li><li>• Ability to follow instructions and procedures and complete tasks to deadlines</li><li>• Ability to work effectively as part of a team</li><li>• Ability to deal appropriately with parents, staff and students</li><li>• Willingness to undergo appropriate checks, including enhanced DBS checks</li><li>• Have a willingness to demonstrate commitment to the values and behaviours</li></ul>	

	<p>which flow from the Oasis Community Learning ethos.</p> <ul style="list-style-type: none"> <li>• Ability to ensure high quality professional internal and external, verbal and written communication.</li> <li>• Ability to use initiative and demonstrate a 'can do' attitude</li> <li>• Ability to use a range of computer software packages including Microsoft office and SIMS – management information system</li> <li>• Ability to demonstrate high levels of motivation and commitment to achieving our vision</li> <li>• Ability to be well organized and hard working</li> </ul>	
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