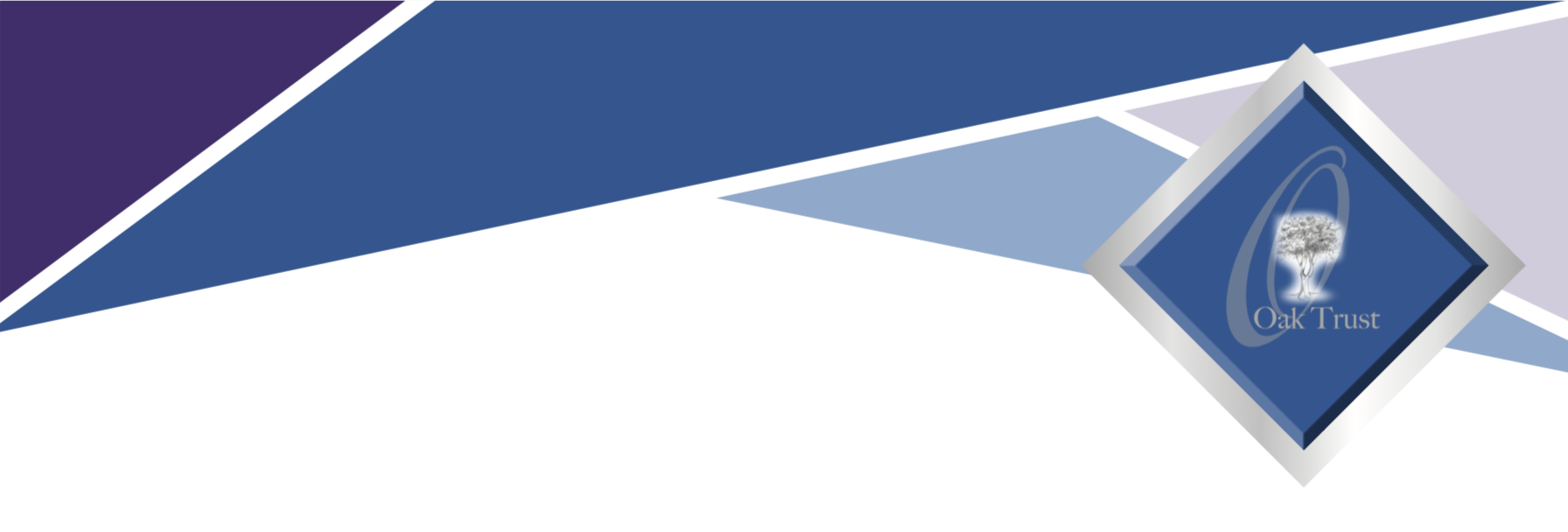
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**Job Description**

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| **JOB TITLE** | Administration Officer |
| **GRADE** | Grade 4, Term time only plus 10 days |

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| **JOB PURPOSE**  To provide effective administrative, data and examination support for the school business operations. |

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| **KEY TASKS**  To undertake administrative related tasks using a variety of software packages. These will include letters, reports and schedules, databases and spreadsheets.  To maintain manual and computerised records and Management Information Systems such as pupil records, assessment, analysis and admissions and withdrawals.  To assist with the administration and co-ordination of public and internal examinations/assessments.  To assist in the completion of statutory returns, produce pupil reports and other information/statistical returns required by the Headteacher/The Oak Trust/LA/DFE.  To provide administrative support for Careers and DofE  To assist in the setup, maintenance and ongoing analysis of data within the school information management systems.  To comply with and manage relevant safeguarding procedures.  To assist with communicating with parents and other stakeholders. |
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| 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 Trust. |
| 3. | To implement and uphold the policies, procedures and codes of practice of the Trust, 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. |

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| **CONTACTS**  Colleagues within the Trust, School, staff, pupils, parents/carers and members of the public, the Local Advisory Committee, Senior Managers, representatives from partner organisations, outside agencies and service providers. |

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| **RELATIONSHIP TO OTHER POSTS IN THE DEPARTMENT:** | |
| **Responsible to:** | **Office Manager** |
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| **SPECIAL CONDITIONS**  DBS Clearance required – Enhanced |

**PERSON SPECIFICATION**

**Job Title:** Secondary School Administration Officer

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|  | **Selection criteria**  **(Essential)** | **Selection criteria**  **(Desirable)** | **How Assessed** |
| **Education & Qualifications** | Level 3 Administration qualification, equivalent qualification or relevant experience |  | AF / I |
| **Experience** | Experience of using computerised packages for word processing, spreadsheets, databases, email and researching information.  Experience of undertaking a range of administrative tasks.  Experience of team-working to work effectively with others and meet deadlines and goals.  Experience of dealing with external stakeholders and providing high levels of customer care.  Experience of following instructions, procedures & policies.  Experience of working in a pressurised environment that requires well developed organisational skills. | Experience of working in a school or other educational setting  Experience of working with SIMS or school-based information management systems | AF / I  AF / I  AF / I  AF / I  AF / I  AF / I |
| **Skills & Abilities** | Communication skills to deliver polite, courteous and efficient customer service, in person, over the telephone and via email.  Ability to be methodical and thorough to ensure work is accurate.  Ability to organise and prioritise complex tasks  To be an active team member who participates in all aspects of school life. |  | AF /I  AF / I  AF / I  AF / I |
| **Knowledge** | Understanding of the need to keep information confidential.  Understanding of why safeguarding is important when working with children and young people. |  | AF / I  AF / I |
| **Work Circumstances** | Be prepared to work flexibly at all times and occasionally outside office hours |  | AF/ I |
| **Additional Qualities** | Commitment to supporting the ethos of the school  Commitment to the success and wellbeing of all students | Willingness to play an active part in the wider school community | AF/ I  AF/ I |

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

**NB. - Any candidate with a disability who meets the**

**essential criteria will be guaranteed an interview**