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## Job Description

### Administration Officer

**Responsible to:** School Business Manager and Director of Linwood Training, Support and Advice

**Band:** BCP Band F

**Point:** 12-17

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#### 1. Job Purpose & Objectives

To assist with the administration functions of the school under the direction of the School Business Manager and Director of Linwood Training, Support and Advice, at all times providing a welcoming, efficient and confidential administrative service to the school.

Responsible for providing administrative support which includes receiving visitors, answering calls, dealing with school emails and providing administrative support to the School Business Manager and the campus you support.

#### 2. Main Duties & Responsibilities

- Support and facilitate online training and meetings.
- Liaise with external trainers and external partners across BCP area.
- Manage face to face training – liaise with venues, timings, bookings and dietary requirements.
- Manage the administration that comes with a training event – Agenda, handouts, confirming attendance, invoicing and evaluations.
- Create electronic evaluation forms, to support with feedback or create surveys.
- Undertake your area of delegated administrative tasks, maintaining administrative systems and co-ordinating with others.
- Take responsibility for meeting deadlines within your area, managing your workload appropriately and recording the progress of your work to enable smooth transition between you and your colleagues.
- Update the website and social media with upcoming events.
- Receive telephone calls promptly and conclude in a professional manner.

- Receive visitors and deal with enquiries.
- If assigned to reception, receive deliveries and direct to appropriate department. Arrange for the posting of letters/parcels and purchasing of stamps.
- General typing duties and use of the computer system.
- Monitor training resources and stationery stock control to ensure continuity.
- Undertake further training, as required, in line with the school's Staff Development Policy.
- The postholder may be required to undertake such other duties as are required and are commensurate with the level of responsibility of the post.

### 3. Safeguarding

All Linwood School staff are expected to adhere to our policies and procedures in respect of safeguarding and child protection, including Keeping Children Safe in Education and Guidance for adults working with children and young people in an education setting.

To report and log any incidents/accidents or any other concerns to the Designated Safeguarding Lead by way of MyConcern for safeguarding concerns and Arbor in respect of behaviours of students.

Linwood School Values for all Staff	
Respect	Excellence
Trust	Support
Responsibility	Inclusivity
Harmony	Positivity