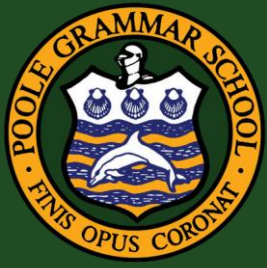


POOLE GRAMMAR SCHOOL



OFFICE ADMINISTRATOR

INFORMATION PACK



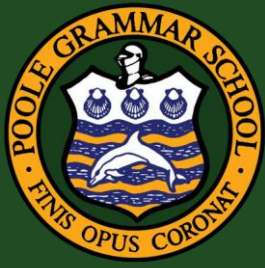
POOLE GRAMMAR SCHOOL

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Job description: Office Administrator

Start date:	As soon as possible
Salary grade/range:	Grade B, Points 4 - 6 (£23,114 - £23,893 FTE)
Actual Annual Salary:	£19,709 - £20,373
Hours	37 hours per week, Monday to Friday 8:00am until 4pm, 3.30pm one day a week. 30 mins unpaid lunch
Working weeks:	39 – Term Time only plus inset days
Paid weeks:	44.46 (includes holiday pay)
Responsible to:	Office Manager
Responsible for:	Not applicable

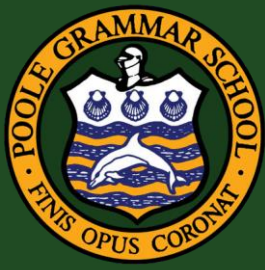
Main job purpose

- The main purpose of the post is to work as part of the school office team, providing effective administrative support, under the direction of the Office Manager. It is expected that the team will support each other at all times and duties will therefore be varied and interchangeable.
- Ensure compliance with Poole Grammar School Policies and procedures and other statutory reporting requirements, including undertaking data entry/analysis and recording with regard to attendance.
- To be a first aider
- Managing distribution of school communications to parents, carers and other stakeholders.

Main Responsibilities and Duties:

The role is varied and will cover any of the following tasks along with the other front office staff

- One day a week complete morning and afternoon Attendance duties working closely with the Pastoral/Administrative Assistants for the Lower Main School, Upper Main School and Sixth Form, in a coordinating role. Maintaining prompt and accurate SIMS records, inputting data, checking all registers are completed accurately and on time, resolving all anomalies promptly, contacting parents of boys with unauthorised absences, printing registers each morning for use in emergency evacuations.



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- Provide admin support to school departments which may include, SIMS reports, word-processing letters, organising trips, reports, flyers, newsletters, posters, forms and templates on behalf of school staff, display work in departments, filing, etc.
- Assist officer manager in the administration and organisation of school functions such as Prize Presentation and Open Evenings, arranging visits from other professionals and agencies. Working with own curriculum support department to co-ordinate their requirements in advance.
- Look after day to day timetabling and admin of individual music lessons.
- Act as First Aider and be prepared to attend to minor and sometimes more major illness and/or accident occurring during the school day for pupils and staff and act accordingly. (Must hold a full First Aid certificate and/or be prepared to undergo appropriate training and updating).
- Managing distribution of school communications to parents, carers and other stakeholders.
- The post holder will be required to contact parents on a range of non-contentious issues and act as a point of first contact for parents and carers and prospective parents and carers.
- Undertake receptionist duties as required and as directed by Office Manager, such as welcoming and assisting visitors to the school in accordance with security procedures and taking telephone calls. Deal with the receipt of deliveries and contact the necessary department or caretaker/site manager for collection.
- General office duties such as photocopying, filing, lost property.
- Comply with all decisions, policies and standing orders of the school; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act, GDPR and the Data Protection Act.
- Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
- Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedure, and to meeting the five outcomes of Every Child Matters.

Health and Safety

- Maintain a First Aid at Work Certificate or a commitment to undertake training
- To be part of the first aid team



Supervision and management of people

- Little or no supervisory responsibility other than assisting work familiarisation of peers and new recruits.

Knowledge and skills

- Ability to undertake work concerning more involved tasks confined to one function area or activity, which requires a good standard of practical knowledge and skills in that area of activity.
- Good level of knowledge of computer applications including Word, Excel and SIMS or the ability to learn such specific systems.
- Creativity is a feature of the job but exercised within the general framework of recognised procedures regarding the national curriculum, admissions code and other external constraints.
- Undertake appropriate training in line with identified needs derived from participating in the school's appraisal and employee development procedures.
- Excellent and clear written communication skills including significant attention to detail

Creativity and innovation

- The post holder must be able to prioritise their workload.
- The post holder may be required to create spreadsheets, documents and presentations for word processing and data entry and analysis purposes.
- Creativity is a feature of the job but exercised within the general framework of recognised procedures.

Contacts and relationships

- Daily contact with staff, pupils, parents and visitors to the school.
- Telephone contact with external agencies such as health professionals or other service providers.
- Contacts and relationships are generally not contentious, but outcomes may not be straightforward and may involve identifying details of service need, assessment, and initiating action to provide assistance.

Decisions

- Work is carried out within clearly defined rules and procedures involving decisions chosen from a range of established alternatives.



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Resources

- The post holder will be responsible for the proper use and safekeeping of ICT equipment and sensitive electronic data.
- The post holder will be responsible for the accurate handling and security of cash and cheques and other financial resources.

Work environment

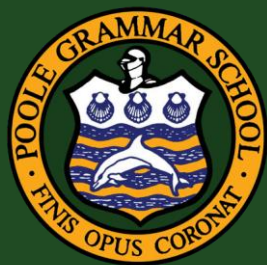
- Work subject to interruptions to the programme of tasks but not involving any significant change to the programme.
- Work requiring normal physical effort and is performed in a heated, lit and ventilated indoor environment.

General

- This job description is specific to the post of Administrative Officer. This job description is current at the date shown but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the job title.

Prepared by: HY/KH

Date: September 2024



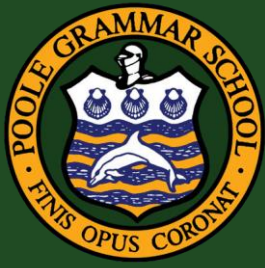
Person specification: Office Administrator

ATTRIBUTES	CRITERIA	METHOD OF ASSESSMENT	DESIRABLE/ ESSENTIAL
Experience	<ul style="list-style-type: none"> Working in an education setting 	Application form Interview	Desirable
	<ul style="list-style-type: none"> General clerical and administration experience 	References	Essential
Qualifications and training	<ul style="list-style-type: none"> 5 GCSEs with a minimum grade C or above in English and Mathematics, or equivalent qualifications or relevant experience 	Application form Certificates Interview	Desirable
	<ul style="list-style-type: none"> First Aid at Work or willingness to undertake 		Essential
Aptitudes and abilities	<ul style="list-style-type: none"> Computer literate 	Application form Interview	All essential
	<ul style="list-style-type: none"> High level of accuracy and attention to detail 	Interview References	
	<ul style="list-style-type: none"> Good keyboard skills 	References Practical testing	
	<ul style="list-style-type: none"> Ability to assimilate information 		
	<ul style="list-style-type: none"> Good organisational and communication skills 		
	<ul style="list-style-type: none"> Ability to work under own initiative 		
	<ul style="list-style-type: none"> Excellent customer care skills 		
	<ul style="list-style-type: none"> Ability to handle confidential information with discretion 		
Knowledge	<ul style="list-style-type: none"> Ability to use office technology and operate telephony system 	Application form Interview	Essential
	<ul style="list-style-type: none"> Knowledge of Microsoft Office suite (including Outlook, Word and Excel) 	References Practical testing	Essential
	<ul style="list-style-type: none"> Competent in data entry/analysis and reporting requirements 		Essential
	<ul style="list-style-type: none"> Knowledge of Child Safeguarding procedures 		Desirable
<i>Continued on next page ...</i>			



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ATTRIBUTES	CRITERIA	METHOD OF ASSESSMENT	DESIRABLE/ ESSENTIAL
Attitude and motivation	• Self-motivated	Application form Interview References	All essential
	• Team player		
	• Good interpersonal skills		
	• Sense of humour		
Other factors	• Ability to manage and prioritise a busy workload	Application form Interview References DBS process	All essential
	• Willingness to undertake a variety of administrative tasks with accuracy		
	• Commitment to Equal Opportunities		
	• Enhanced DBS check		



POOLE GRAMMAR SCHOOL

Application procedure

Please visit www.poolegrammar.com and complete the online application form. Once submitted, you will receive an acknowledgement email.

CVs will be accepted in addition to the above but will not be accepted on their own.

Online application forms are preferred but a PDF and word version of the application form can be requested from pgshrdept@poolegrammar.com

If you have any questions regarding the application process or have not received your acknowledgment email, please contact the HR Department on the above email address.

Closing date for applications: 23rd September 2024

Interviews: week commencing 23rd September 2024

Informal discussions are encouraged. Please contact Mrs H Yeo HR Manager, to make an appointment yeoh@poolegrammar.com

Poole Grammar School is committed to safeguarding and promoting the welfare of children and young people. All successful applicants will be required to complete an enhanced DBS application. Poole Grammar School also promotes equal opportunities for its workforce.