

## Job Description **Administration Officer**

Start Date:	January 2025
Responsible to:	Headteacher
Location:	Bethany CE Junior School
Grade:	Grade 4 SCP 6-9 (£12.38 - £13.02 per hour)
Hours of work:	8:00am-4:30pm Monday and Tuesday, 40 working weeks
Contract Type:	Fixed Term
Disclosure Level:	Enhanced Disclosure & Barring Service Check

### Overall Purpose

- To provide an effective, efficient and confidential reception and administrative service to the school.
- To encourage and maintain effective communication with parents, visitors, colleagues and pupils.
- To work individually, and as part of a team, to support the overall vision and values of the academy trust.

### **Safeguarding**

*Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.*

*The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, Enhanced DBS check and satisfactory references.*

### General Duties

- The post holder must have the ability to liaise with a wide range of people and be able to handle, sometimes confidential, enquiries in a sensitive and discreet manner; and in a way that supports the ethos of the school.
- To correspond with parents through letters, telephones and using various software packages
- To prepare letters and other administrative duties for the Headteacher.
- Updating pupil data using MIS (Arbor) updating Free School Meals, Pupil Premium etc. Year End procedures. School Census, registers and assessments.
- Assist in maintaining the Single Central Record which contains statutory information for all employees, volunteers, visitors and providers.
- Administering the DBS system including Inductions for Volunteers.
- Undertake office duties to include, but not limited to, dealing with enquiries, word processing, filing, photocopying, assisting in the production of the school newsletter and any other school literature, updating the school website as required, to ensure emergency contact numbers are maintained.
- Secretarial work to support the smooth running of the Academy as directed by the Head teacher as required.
- Maintenance of accurate records of parental payments, follow up non – payments, preparing monies for banking as required.
- Administration of afterschool clubs as required.

- As part of the office team ensure the general stationary and resource order is raised as required.
- Facilitate the checking and the safe storage of school deliveries.
- Ensure that the office area is tidy and free of hazards.

### Specific Duties

#### Working within the office team to:

#### **Support the Leadership Team and Trust:**

- Co-ordinate NHS checks within school and liaise with staff team as appropriate.
- Complete weekly checks and notify the DSL of all delays and queries in relation to DBS clearance.
- Support the recruitment process at the direction of the HT including; adding adverts to the school website and requesting references.
- Correspond with Trust HR staff as required.

#### **Support the pupils:**

- First Aid (dependant on training) and attending to personal hygiene and identified medical needs, as required.
- Demonstrate respect for others through your professional interactions with pupils and by providing.
- Welfare support to pupils as required.
- Promote the children's emotional health and well-being, including reporting any safeguarding concerns to Senior Staff.

#### Support the Academy through

- Complying with, promoting and acting in accordance with all academy policies – in particular the Child Protection and Safeguarding Policy, Health and Safety Policy and the School's Code of Conduct. Reporting all accidents and concerns to relevant staff in a timely manner.
- Maintaining consistent working relationships with colleagues, supporting them in line with your role and responsibilities.
- Keeping colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- Keeping confidentiality.
- To take part in training events, as appropriate, including safeguarding.
- Developing your effectiveness through updating your knowledge and skills, and seeking and taking account of constructive feedback on your performance.
- Identifying and agreeing personal development objectives with your Line Manager.
- Making effective use of the development opportunities open to you.
- Communication with Trust staff, as appropriate.

#### Arrangements for Performance Management

- Performance Management will be carried out on an termly basis and be related to the responsibilities outlined in the job description.
- The Performance Management meeting will evaluate achievements, agree areas for development, set appropriate targets, and examine potential training requirements, changes and actions to be taken.

*Whilst every effort has been made to explain the main duties and responsibilities of the Admin Officer role, each individual task will not be identified. It is expected that all colleagues will endeavour to deliver any tasks identified as reasonable by their Head of School.*

## Person Specification: **Admin Officer**

Criteria	Essential	Desirable
Qualifications:	<ul style="list-style-type: none"> <li>▪ Be numerate and accurate</li> <li>▪ Have excellent communication skills, both verbal and written</li> <li>▪ To embark on any relevant professional development that will assist with the role</li> </ul>	<ul style="list-style-type: none"> <li>▪ English and Maths to GCSE or beyond</li> <li>▪ Specific secretarial or qualifications in administration</li> <li>▪ Up-to-date GDPR Training.</li> </ul>
Experience:	<ul style="list-style-type: none"> <li>▪ Worked in an admin environment</li> <li>▪ Experience of working successfully and co-operating as a member of a team</li> </ul>	<ul style="list-style-type: none"> <li>▪ Worked in a school office environment</li> <li>▪ Experience with Data Protection</li> </ul>
Professional values:	<ul style="list-style-type: none"> <li>▪ Be able to establish and maintain good professional relationships with pupils, parents and colleagues</li> <li>▪ Adopt a flexible approach to working</li> <li>▪ Be committed to school improvement</li> <li>▪ Have the ambition and drive for your own professional development</li> </ul>	
Knowledge, skills & abilities	<ul style="list-style-type: none"> <li>▪ Understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health &amp; Safety and inclusion</li> <li>▪ Be confident in the use of Excel, Word, email and database programs</li> <li>▪ Promote the school's aims positively</li> <li>▪ Communicate effectively (both verbally and in writing) at all levels to a variety of audiences e.g. pupils, staff, parents, visitors</li> <li>▪ Promote a positive working environment Be able to prioritise workloads; have excellent time management and organisational skills</li> <li>▪ Be able to work under pressure and meet deadlines</li> <li>▪ Produce accurate work</li> <li>▪ Be able to use initiative</li> </ul>	<ul style="list-style-type: none"> <li>▪ Knowledge of working with databases, school management databases in particular Arbor.</li> </ul>

Whilst originally based at Bethany CE Junior School, the post holder may be required to travel to other local sites, including other CLP schools.