

## Job Description: **Admin Officer**

Start Date:	February 2024
Responsible to:	Headteacher
Location:	St Clement's & St John's CE Infant School
Grade:	Grade 4 SCP 6-9 (£23,893 - £25,119 FTE)
Hours of work:	24 hours, Term Time plus 1 week (40 weeks per year)
Disclosure Level:	Enhanced Disclosure & Barring Service Check with child barred list 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 school and 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, online searches, Enhanced DBS check and satisfactory references.*

### General Duties

- To correspond with parents through letters, telephones and using various software packages
- To prepare letters and other administrative duties for the Headteacher
- To act as an assistant HR administrator, potentially inputting payroll claims, contract amendments, new contracts etc.
- Potentially inputting staff absences onto the HR system and checking that relevant certification forms have been received.
- To attend and contribute, where necessary, to Trust wide HR meetings and communicating relevant updates and information to others.
- Undertake office duties to include, but not limited to, dealing with enquiries, word processing, filing, photocopying 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.
- As part of the office team ensure the general stationery and resource order is raised as required.
- Facilitate the checking and the safe storage of school deliveries when applicable.

## 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.

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

- 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.
- To act as the named, qualified, fire marshall for the school and office team. To undertake training as necessary.
- 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 annual 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> </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>▪ First Aid qualified</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</li> <li>▪ A degree of flexibility and willingness to train in new programmes/software</li> <li>▪ Up-to-date fire marshall training</li> </ul>

The post holder may be required to travel to other local sites, including other CLP schools.