

**JOB DESCRIPTION & PERSON SPECIFICATION**

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| **SCHOOL:** | The Marvell College | **GRADE: 4** |
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| **JOB TITLE:** | Office Administrator | **DATE PREPARED:** June 2018 |
| **JOB HOLDER:** |  | **REPORTING TO**  Office Manager |
| **EVALUATION DATE:**  13th July 2018 |  | **JE NUMBER:** |

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| **DIGNITY AT WORK:** To show, at all times, a personal commitment to Looked After Children and treating all customers and colleagues in a fair and respectful way, which gives positive regard to people’s differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes The Marvell College Equal Opportunities in Employment Policy. |

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| **PURPOSE:**To provide, an efficient, high quality, responsive and confidential administrative service to The Marvell College and contribute to the College by working flexibly as a member of the team.  To assist in all aspects of administration including cover, ensuring adequate and appropriate arrangements to provide continuity of learning in the absence (planned or unforeseen) of teaching staff. |

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| **PRINCIPAL ACCOUNTABILITIES:**  ***Please note decision making must be included within the Principal Accountabilities*** | |
| 1. | To promote and safeguard the welfare of children, young people and/or vulnerable adults *(Service Area to include where appropriate).* |
| 2. | To provide reception cover as and when required. |
| 3. | Liaise with major supply agencies, in matching of skills and experience of agency supply teachers to the curricular needs of the college. |
| 4. | To ensure effective communication in relation to cover, via the College e-mail system. |
| 5. | To secure significant cover for long term absences. |
| 6. | To use the SIMS cover module to deploy cover teachers, ensuring that working knowledge of the ICT components is updated when necessary. |
| 7. | Assist in the deployment of staff to cover sudden/unforeseen absence. |
| 8. | Assist with “Meeting and Greeting” agency supply staff – ensure they are confident and secure about what is being asked of them and provided for them. Receive feedback on their experiences at the end of the day. |
| 9. | Compile register lists for supply staff – receive and collate returns and liaise with Attendance Officer. |
| 10. | Provide monthly reports to the HCAT Trust detailing staff absence statistics. |
| 11. | Produce a range of documents including letters and certificates and produce and circulate minutes as appropriate. |
| 12. | Prioritise and manage workload, working independently, accurately and with initiative in order to commence tasks and complete projects within deadlines/targets as requested. |
| 13. | To maintain accurate internal and external databases with meticulous attention to detail. |
| 14. | The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the College, as your employer and you as an employee of the College. In addition to the college’s overall duties, the post holder has personal responsibility for their own health & safety and that of other employees. |
| **GENERAL:**  The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of HCAT are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the Partner areas. | |

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| **DIMENSIONS:**  **All sections should be completed – if there aren’t any state ‘none’** |
| 1. **Responsibility for Staff:**   n/a  **2. Responsibility for Customers/Clients:**  The post-holder provides information to all of the school’s staff (c155).  The post impacts directly on students (c1160) and parents in maintaining continuity of provision in the absence of the timetabled class teacher.  **3. Responsibility for Budgets:**  n/a  **4. Responsibility for Physical Resources:**  Responsibility for necessary and appropriate equipment. Maintenance of an efficient working environment including filing and housekeeping systems. |
| **WORKING RELATIONSHIPS:**  **All sections should be completed – if there aren’t any state ‘none’** |
| **1. Within Service Area/Section:**  Provides cover information to all staff, including members of the Leadership Team.  **2. With Any Other Council and Partner Areas**  HCAT Schools & St Mary’s College, Hull.  **3. With External Bodies to the Council**  Liaise with supply agencies to secure appropriate cover for lessons. |

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| **ORGANISATION CHART:** |
| Headteacher  Facilities and Administration Manager    Office Manager for General Admin  Post Holder |

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|  | ***Tick relevant level for each category*** | | | | | |  |
| **Not applicable** | **Low** | **Moderate** | **High** | **Very High** | **Intense** | **Supporting Information**  **(if applicable)** |
| **PHYSICAL DEMANDS:**  Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment). | ✓ |  |  |  |  |  |  |
| **WORKING CONDITIONS:**  Working Conditions **–** (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment). | ✓ |  |  |  |  |  |  |
| **EMOTIONAL DEMANDS:**  Exposure to objectionable situations over and above that normally incurred in a day to day office environment. | ✓ |  |  |  |  |  |  |

| **PERSON SPECIFICATION** | | | **Tick relevant column** | | **List code/s\*** |
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| **The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.**  *\*Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS’s), T = Test/Assessment, P = Presentation* | | | **Essential** | **Desirable** | **How identified** |
| **1.** | **Qualifications:** | | | | |
| GCSE’s (or equivalent) in English and Maths | | ✓ |  | **CQ** |
| NVQ 3 or equivalent qualification or experience in relevant discipline | | ✓ |  | **CQ** |
| **2.** | **Relevant Experience:** | | | | |
| Experience of data analysis | | ✓ |  | **AF, I** |
| Experience of using SIMS | | ✓ |  | **AF, I** |
| **3.** | **Skills (including thinking challenge/mental demands):** | | | | |
| Motivation to work with children and young people and/or vulnerable adults *(service area to include where appropriate).* | |  | ✓ | **AF, I** |
| Ability to form and maintain appropriate relationships and personal boundaries with children and young people and/or vulnerable adults *(service area to include where appropriate)*. | |  | ✓ | **AF, I** |
| Good communication skills – written | | ✓ |  | **AF, I** |
|  | Good communication skills – verbal | | ✓ |  | **AF, I** |
|  | ICT skills | | ✓ |  | **AF, I** |
|  | Good interpersonal skills | | ✓ |  | **AF, I** |
|  | Negotiation skills | | ✓ |  | **AF, I** |
|  | Ability to use initiative and plan/prioritise work | | ✓ |  | **AF, I** |
|  | Ability to work to deadlines in a busy office environment | | ✓ |  | **AF, I** |
|  | Accurate and well organised approach to work | | ✓ |  | **AF, I** |
| **4.** | **Knowledge:** | | | | |
| A knowledge and commitment to safeguarding and promoting the welfare of children, young people and/or vulnerable adults *(service area to include where appropriate).* | | ✓ |  | **AF, I** |
| A knowledge of school timetable structures and of the exact demands of each class so that the post holder can best match class with study supervisor. | | ✓ |  | **AF, I** |
| **5.** | **Interpersonal/Communication Skills:**  **Verbal Skills** | | | | |
| Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people and/or vulnerable adults *(service area to include where appropriate)*. | | ✓ |  | **AF, I** |
| **Written Skills** | | | | |
| The post-holder is required to exchange wide ranging complicated or sensitive information to a range of audiences. | | ✓ |  | **AF, I** |
| **6.** | **Other:** | |  |  |  |
| If there aren’t any state ‘none’ | |  |  |  |
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| **The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.** | | | | | |
| **7.** | | **Competencies: Not applicable** | | | |
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| **8.** | | **Additional Requirements:** | | | |
| If there aren’t any state ‘none’ |  | N/A |  |
| **9.** | | **Disclosure of Criminal Record:** | | | |
| The successful candidate’s appointment will be subject to the The Marvell College obtaining a satisfactory Enhanced Disclosure from Disclosure and Barring Services. (if ticked as an essential requirement). | ✓ | N/A | DBS  Disclosure |
| If the postholder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record. | ✓ | N/A | AF(after short listing) |
| If the postholder does not require a DBS disclosure the candidate is required to declare unspent convictions only. |  | N/A | AF(after short listing) |

***IF THIS IS A NEW OR CHANGED JOB THEN*** [***APPENDIX D***](http://hcc-716.hullcc.gov.uk:7777/pls/PORTAL92/docs/PAGE/INTRANET/SERVICE_AREAS_L_TO_Z/ICT_AND_EGOVERNMENT/HR_PAYROLL/JOB%20EVALUATION/NEW%20AND%20CHANGED%20JOBS%20APPLICATION%20FORM.DOC) ***MUST BE COMPLETED BEFORE SUBMISSION FOR JOB EVALUATION***