



<b>Job Title:</b>	Administrative Officer
<b>Salary:</b>	35 hours a week, 52 weeks a year. Support Staff Band 4 Point S13 to Band 5 Point S20 (£22,819 - £27,809) pa.
<b>Start Date:</b>	ASAP
<b>The Federation and Academy</b>	
Haberdashers Askes Hatcham College provides a safe, rigorous and challenging learning environment for pupils of all abilities and backgrounds. Our expectations are high in terms of pupil progress and achievement, and behaviour. In February 2014 we received our third consecutive Ofsted grade of 'Outstanding'.	
<b>The role</b>	
<p>The Administrative Officers work as part of a flexible team of post-holders at each site of the Federation to provide general administrative/secretarial and office based support. The officers will work either in the team supporting the school senior management or the general duties of the office support for the school.</p> <p>The Administrative Officers are expected to train and work over a wide range of tasks, supporting areas of need as directed by management.</p>	
<b>Key responsibilities and objectives of the job:</b>	
<ul style="list-style-type: none"> <li>• Office support for the work of the senior teams of the Federation under the management of the Assistant Business Manager who will prioritise and allocate tasks/pieces of work.</li> <li>• Diary management, arranging meetings, setting appointments and dealing with associated enquiries.</li> <li>• Producing letters/reports/minutes and other notes and correspondence as required.</li> <li>• The set up and accurate use and upkeep of systems of filing, office record keeping and student timetable management.</li> <li>• Data and information entry to Federation IT support systems to support the office functions of the organisation.</li> <li>• Arrangements for incoming and outgoing mail</li> <li>• First Aid administration</li> <li>• Using the Federation system for ordering and processing payments</li> <li>• The accurate maintenance of registers, logs and other office based tools.</li> <li>• Supporting the reception duties in the school</li> </ul>	
<b>Application</b>	
<p>If you feel that this position is of interest and you have the right experience, skills and are ready for fresh challenges, with the ambition to make a real impact then we'd like to hear from you.</p> <p>To apply please complete the application form and the supporting documents underneath this advert. <b>No Agencies Please.</b></p> <p>Applications should be returned to <a href="mailto:hatchamhr@haaf.org.uk">hatchamhr@haaf.org.uk</a> quoting reference number: <b>032/AdminOfficer/18HCKM</b></p>	
<b>Closing date:</b>	<b>23<sup>rd</sup> March 2018 12:00 noon</b>