



# Admin Support Officer

## Job Description & Person Specification

[www.celtrust.org](http://www.celtrust.org)



# Job Description

**Purpose of the Post:** As the Admin Support Officer, you will help to maintain the systems that are utilised by the school as well as provide support and assistance in the smooth running of school life.

**Reporting to:** Line Manager and Senior Leadership

**Key Contacts:** Teacher, Support Staff, Students

**Location:** Based at Penrice Academy but there may be a requirement to travel to undertake work at or for other academies/sites within Cornwall Education Learning Trust.

**Pay Grade:** G

**Hours:** 37 hours per week, 40.4 working weeks (Term-time plus 12 additional days)

## **Main Responsibilities:**

- ❖ To implement and support effective procedures for the organisation of events and send reminders to staff for the completion of required tasks to ensure efficient operations.
- ❖ To complete required administrative tasks to support the daily operations, e.g letters to parents, students consents.
- ❖ To produce timetables and schedules, including the coordination of staff and room requirements, scheduling cover and room changes as required.
- ❖ To produce data reports in conjunction with the school data manager
- ❖ To review and feedback on the success and effectiveness of events, making recommendations to the Senior Leadership team for future improvements.
- ❖ To provide administrative support in such areas as word-processing, correspondence, reports and publications, updating and extracting computer information from the Schools information Management System (SIMS), inputting data, photocopying and filing.

## **General Responsibilities applicable to all staff:**

- ❖ To demonstrate and promote the values of Cornwall Education Learning Trust at all times.
- ❖ To work effectively with other members of staff to meet the needs of all students.
- ❖ To work with professionalism in line with the Trust's Code of Conduct.
- ❖ To attend staff meetings and Trust-based INSET as required.
- ❖ To be responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.

- ❖ To be aware of and adhere to all applicable Trust policies and procedures.
- ❖ To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.

Note:

- ❖ This Job Description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post.
- ❖ The postholder may be required to undertake such work as may be determined by the Headteacher/line manager from time to time, up to or at a level consistent with the main responsibilities of the job.
- ❖ This Job Description may be amended at any time in consultation with the postholder.

# Person Specification

Selection Criteria	Essential	Desirable	How Assessed
Education and Training	<ul style="list-style-type: none"> <li>❖ Attainment of GCSE Grade C or above in Maths and English (or able to demonstrate equivalent numeracy and literacy skills)</li> <li>❖ Experience in working in a fast-paced environment</li> <li>❖ Previous experience in an administrative role</li> </ul>	<ul style="list-style-type: none"> <li>❖ Attainment of A-Levels or equivalent of a Level 3 standard of education</li> <li>❖ Administrative qualifications</li> <li>❖ Previous logistical planning</li> </ul>	Application Form / Interview
Skills and Experience	<ul style="list-style-type: none"> <li>❖ Excellent organisational skills, with a methodical approach to work and the ability to work to deadlines</li> <li>❖ Strong communication skills</li> <li>❖ Adaptable, able to work under pressure and on own initiative</li> <li>❖ Ability to work confidentially and with attention to detail to maintain accurate records</li> <li>❖ Experience in using Microsoft Excel and Word</li> <li>❖ Good at problem solving and solution focused</li> </ul>	<ul style="list-style-type: none"> <li>❖ Experience of working in a secondary school</li> </ul>	Application Form / Interview
Specialist Knowledge	<ul style="list-style-type: none"> <li>❖ Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people.</li> <li>❖ Demonstrates an awareness, understanding and commitment to equality and inclusion.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Knowledge of SIMS</li> </ul>	Application Form / Interview
Personal Qualities	<ul style="list-style-type: none"> <li>❖ To believe in the importance of teamwork and a collaborative approach, to be able to build supportive working relationships with colleagues</li> <li>❖ Professional, reliable and honest</li> </ul>		Application Form / Interview

Penrice Values and Ethos	<p><b>Pride</b> - Our students are proud to be part of this community. They take pride in how they present and conduct themselves, and in the quality of work they produce. Our staff take pride in their work with students to develop them both academically and socially.</p> <p><b>Respect</b> - We are respectful of each other and our beliefs, allowing individuals to grow into their own unique self without fear of prejudice.</p> <p><b>Success</b> - Students at Penrice are able to feel successful every day, not just through the outstanding academic results they achieve, but through small wins each time progress is made or an obstacle is</p>		
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overcome, knowing that being the best version of themselves is the ultimate quest and the only expectation we have.

Pride

Respect

Success

#### SPECIAL CONDITIONS OF EMPLOYMENT

Cornwall Education Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The postholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

All offers of employment are conditional and subject to an Enhanced DBS check and, where applicable, a prohibition from teaching check will be completed for all applicants.



CORNWALL EDUCATION LEARNING TRUST