

JOB DESCRIPTION

Langley Park School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

<p>Title: Administrative Officer</p> <p>Postholder:</p> <p>Date appointed:</p> <p>Date appointed to this Post:</p> <p>Date of this Job Description January 2020</p> <p>Salary Point: Scale 5</p> <p>Hours: 36 hours per week 40 weeks per year</p> <p>Immediately responsible to: Executive Assistant</p> <p>Important Relationships: Deputy Headteacher SLT ELT Administrative Staff</p> <p>Job Purpose: To be responsible for providing efficient and effective administration to support Teaching & Learning within the school.</p>	<p>Schools are complex organisations designed to support the learning of our young people. The better the education they receive, the greater their life chances and choices they will have. All young people deserve a world class education. This is only possible when everyone within a school works as part of a team, regardless of their role, to support the creation of effective and inspiring teaching & learning experiences.</p> <p>Job Purpose: To support teaching staff in delivering the highest quality learning experiences in order that all our students achieve their potential.</p> <p>To support the outcomes of young people by performing the following Duties and Responsibilities:</p> <p>Duties and Responsibilities</p> <p>General</p> <ol style="list-style-type: none"> 1. To manage and maintain an up to date school calendar in conjunction with the Deputy Headteacher and emerging information received via email and the trips process 2. Managing and facilitating the trips process through Evolve 3. Production of a weekly Staff Bulletin 4. Taking minutes and keeping a record of Staff Briefings 5. Administrative support to members of SLT and Heads of Key Stage 6. Supporting with Isolation, uniform and detentions letters and logs 7. Data input and behaviour logs as required 8. To provide project based admin support 9. To assist in facilitating the HR interview process 10. To provide Reception cover for the School's Student Support area at break and lunchtimes 11. To be an active part of the Admin Team and share a rotation of duties/cover as required 12. To undertake ICT training as required 13. To be an active member of the school's First Aid rota 14. To comply with the school's Health and Safety Policy 15. To undertake any other duties as may reasonably be required
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Agreed and signed

Postholder

Date

Headteacher

Date