



## Langdon Academy

### Administration Officer

#### Job Description

**Reports to:** Deputy School Business Manager

**Job role:** To provide a comprehensive administrative support across the Academy to meet service requirement. Including staffing the front desk, dealing with telephone calls, visitors and pupils. Supporting the admin, HR and finance team with day-to-day general administration, and providing Library and Medical cover when required.

#### Reception/Front Desk/Administration

- Dealing with all incoming telephone calls, answering queries, giving school information, taking messages where appropriate.
- Signing in all visitors received at Reception, ensuring the correct lanyards are given.
- Dealing with visiting parents in a professional manner, liaising with teaching staff, Behavioural Support staff or Heads of Learning where appropriate.
- Signing in all late pupils at Reception and recording late information in Sims promptly.
- Signing out all pupils leaving the school premises, issuing slips where necessary and recording information in Sims promptly.
- Receiving deliveries and parcels and ensuring these are left safely and securely in the office or in the foyer.
- Dealing with pupil enquiries, referring them to the appropriate staff where necessary.
- Ensuring key information & messages are passed on to staff in the office.
- Sorting and distributing all incoming post promptly.
- Processing all external mail for collection.
- Updating student records on SIMS including name & address changes.
- Ordering goods & services on behalf of the Principal's PA, Head of Primary and the Finance and HR Office.
- Issuing letters confirming pupil attendance.
- Assisting staff with day to day administration including letters/reports going out to parents (printing letters, stuffing envelopes and franking).
- Ensuring staff/telephone lists on Reception are up to date.
- Laying out refreshments for staff INSET sessions and school events as and when required.

## **Finance & HR**

- Supporting the HR and Finance team with administration work including handling sensitive and confidential information.
- Ensuring stock and supplies of office equipment & stationery are maintained in liaison with the Finance Officer.
- Overseeing the raising of orders for primary resources
- Ensuring that all stock that comes into the Primary phase is accounted for and the appropriate person is informed.

## **Data and Assessment**

- Provide assistance for the day to day operational task to the Data and Assessment Team.
- To produce, in collaboration with senior staff, a schedule for assessment data collection and reporting, and to work with departments across the school to ensure the schedule is maintained. [L]  
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- Work closely with Data and Assessment Manager to administer and organise all aspects of external and internal exams. [L]  
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## **Medical**

- To be a qualified First Aider, supporting and covering for the Medical Officer during school hours when necessary.
- Checking the school pupil absence line.
- Dealing with unwell pupils, liaising with staff and parents if pupils are sent home.

## **Library**

- Supervising students in the library as and when required, ensuring school rules are enforced.
- Issuing and receiving books.
- Approving PC/lap top use in the library.
- Assisting pupils with PC and printing enquiries.

## **General duties and responsibilities**

- To provide PA support to the Head of Primary as required.
- To cover for absent colleagues, as appropriately required.
- To participate and attend meetings and training as appropriate including INSET days.
- To take an active role in own professional development in line with performance management objectives.
- To ensure confidentiality is maintained at all times.

- To establish productive working relationships with pupils, acting as a role model and setting high expectations.
- To take reasonable care of the health and safety of self, other persons and resources whilst at work.
- To co-operate with SLT as far as is necessary to enable the responsibilities placed upon the School under the Health and Safety at Work Act to be performed, e.g. operate safe working practices.
- To actively promote the achievement of a smoke free Trust.
- To actively support Trust Initiatives.
- This job description does not form part of any employee's terms and conditions of employment and it is not intended to have any contractual effect. The Academy reserves the right to amend this job description at any time.
- To work in accordance with all Academy procedures and policies, to adhere to the Trust's professional code of conduct for staff and quality standards for all staff including smart dress code.
- Notwithstanding the detail in this job description, the post holder will undertake such work as may be determined by the Executive Principal and/or Board of Directors from time to time, up to or at a level consistent with the Main Responsibilities of the job.
- To keep the School Business Manager and other relevant Senior staff fully informed of all matters that they are involved in and initiatives they undertake.



## PERSON SPECIFICATION: ADMINISTRATIVE OFFICER (LANGDON ACADEMY)

Specification/Attributes	Essential	Desirable	Evidence
Qualifications/Training	Education to GCSE Level or equivalent including English and Mathematics Grade C or above	Hold a first aid certificate	Application
Relevant Experience	Experience of working in a dynamic environment in a customer facing environment  Ability to work in a demanding environment and meet deadlines  Excellent ICT Skills including Microsoft Office (outlook, excel and word)	Experience of working within a school environment and / or working with children  Familiarity with SIMS or databases	Application and Interview
Skills and Knowledge	Excellent written and verbal communication skills  Ability to make an assessment and decide on an appropriate course of action  Ability to use own initiative and prioritise own workload.  To be able to work independently and as part of a team.  Able to establish good relationships with students and colleagues at all levels.  The ability to articulate and communicate clearly in a professional manner  Strong interpersonal skills, including the ability to relate well to people on all levels  Ability to work and cope under pressure with a range of day-to day matters  Experience in the use of ICT systems and software. This could include SIMs, Microsoft packages demonstrating high-level skills in Word and Excel	Shares expertise, skills and knowledge and to encourage others to follow suit.	Application and Interview

Other	<p>Have a flexible approach to work and to be able to adapt to changing workloads and demands.</p> <p>Maintains consistently high standards and expectations in all that you do.</p> <p>Able to work as part of a team.</p> <p>Must have a positive attitude and outlook.</p> <p>Excellent attendance and punctuality record.</p> <p>Diplomatic and confidential. Flexible approach, to meet daily demands of the role.</p> <p>Self-motivated and able to use initiative to ensure tasks are completed.</p>		Application and Interview
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