

Role	Grade	Reports to
Administration Officer	Grade 4	School Operations Manager

Main purpose of the job:

To provide an efficient, responsive and high quality administrative and financial support to the school, working independently to manage the day to day administrative operations of the department within school.

Key relationships:

The post holder will report to the School Operations Manager. Apart from other colleagues in the school, the main contacts of the job are the head teacher, teaching and other support staff, pupils and parents.

Please note that whilst this job description gives an indication of the key responsibilities, it is not intended to provide an exhaustive list.

Main accountabilities

Organisation

- To work alongside colleagues in the Pastoral and Attendance teams to provide an efficient and responsive administrative service.
- To take the lead role in developing and implementing administrative procedures, continually seeking to improve procedures and develop the service provided.
- To ensure an effective link is maintained with the main school admin team to ensure consistency of procedures and to provide support to the wider team/school as necessary.
- Assist with pupil first aid and welfare duties, including looking after sick pupils and liaising with parents and staff.
- To undertake routine clerical and administrative duties on behalf of individual members of staff in relation to the organisation of all school activities.

Administration

- To maintain manual and computerised records and to use IT systems effectively to provide reports and statistics as required.
- To provide high level administrative support for the department on a wide range of tasks as required, including but not limited to: writing letters, communication with parents and other agencies, proofing documents, collating and analysing data, ensuring adherence to deadlines.
- To respond independently to correspondence as required.
- To arrange meetings and events and take notes at meetings to a high standard.
- To assist with school administrative duties including examination invigilation as part of the agreed system for the school where appropriate.
- To maintain display boards and to ensure these are refreshed regularly.

Resources

- To operate relevant equipment and ICT packages (for example word, excel, databases, email, internet).
- To maintain records of stationery supplies and stock, cataloguing and distributing and order stock and equipment as required
- To provide general advice and guidance to staff, pupils, and others

Responsibilities

- To ensure accuracy and confidentiality of all information produced.
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality, and data protection, reporting all concerns to an appropriate person as soon as they arise.
- To be aware of and support difference and to ensure equal opportunities for all.
- To contribute to the overall ethos, work and aims of the school.
- To attend and participate in relevant meetings as required.
- To participate in training and other learning activities and performance development as required

All employees in the Trust are expected to:

- Support the vision, values and objectives of the Trust and demonstrate a collaborative, team working approach to school and Trust improvement <https://prospere.org.uk/about-us/vision-values>
- Take appropriate responsibility and action for safeguarding, be aware of confidential issues and maintain as appropriate
- Be aware of and comply with policies and procedures relating to child protection reporting all concerns to an appropriate person
- Promote and act in accordance with the Code of Conduct and all school / Trust policies including the Health and Safety Policy, Equality Policy and Data Protection Policy
- Effectively represent the Trust when liaising with contractors and outside agencies/organisations
- Demonstrate tact and diplomacy in all interpersonal relationships with the public, pupils, parents and colleagues
- Take responsibility for personal professional growth and development, keeping up-to-date with national research, engaging proactively with nationally recognised career frameworks and professional organisations
- Attend Trust and school events as required and make a positive contribution during such events
- Attend regular meetings before and after Trust hours, including morning briefings
- Carry out duties other than those listed in the job description under the direction of the headteacher where the post holder has appropriate qualifications and has received appropriate training

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Person Specification	Essential / Desirable	Assessment stage
Qualifications		
Numeracy/literacy skills (at a level equivalent to NVQ Level 2)	Essential	Application
First aid certification or willingness to complete the 3-day course and deliver first aid as required	Essential	Application
Knowledge and Experience		
Effective written and verbal communication skills to liaise with a wide range of people at all levels.	Essential	Application/interview
Experience of working in an administrative support environment	Essential	Application/Interview
Ability to plan and prioritise own workload, and that of others to meet deadlines within fixed timescales.	Essential	Interview
Excellent personal and office organisational skills and ability to develop and maintain effective administrative systems.	Desirable	Interview
Ability to produce accurate minutes or notes from meetings.	Essential	Interview
Demonstrable ability to operate various software packages, e.g. Microsoft Word and Excel, and information technology systems.	Essential	Interview
Have a general knowledge and awareness of the regulatory framework of schools and education.	Desirable	Interview
Be able to work constructively as part of a team, understanding school roles and responsibilities and your own position within these.	Essential	Interview
Ability to identify your own training and development needs and cooperate with the means to address these needs.	Desirable	Interview
Behaviours and Values		
Demonstrates a collaborative, team working approach focused on improvement and supporting the vision, values, and objectives of the organisation	Essential	Interview
Demonstrate a commitment to appropriate professional standards, including core policies relating to equality and diversity and child protection	Essential	Interview
Demonstrate a commitment to maintaining and developing professional knowledge and skills	Essential	Application, Interview
Tact and diplomacy in interpersonal relationships with all	Essential	Interview

stakeholders		
To be flexible and able to adapt and prioritise appropriately	Essential	Interview
Effective staff motivation and development, including establishment of a positive performance management culture	Essential	Application, Interview

Review and Amendment:

This job description is normally reviewed annually as part of the appraisal cycle. If significant changes are required, it may be amended following an individual consultation process.

All staff are expected to carry out their duties with due regard to current and future Trust and school policies, procedures, and relevant legislation. These will be drawn to your attention during the recruitment process, induction, staff handbook, ongoing performance development and through Trust communication.