

Job Description and Person Specification

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have. Note for recruiting managers: If you are recruiting for an existing post, reuse the Job Description and Person Specification that already exists for the job.

Job details

Job title: Administration Officer

Directorate: Harrington Hill Primary School

Reporting to: School Business Manager

Grade: Grade 6

Job description

Purpose of the post:

- Under the guidance of senior staff: be responsible for undertaking administrative, financial, organisational processes within the school. Assist with the planning and development of support services

Main duties and responsibilities:

- Deal with school office /visitor/telephone/email matters.
- Liaise with the senior admin officer and school business manager relating to work to be undertaken by the school office
- Assist in arrangements for school trips/events/school journey in line with school policy
- Supervise, train and develop staff as appropriate
- First point of call for parents and carers

Administration

- Manage manual and computerised record/information systems
 - Analyse and evaluate data/information and produce reports/information data as required
 - Undertake typing and word processing and complex IT based tasks
 - Provide personal, administrative and organisational support to other staff
 - Provide administrative and organisational support to the governing body
 - Undertake administration of complex procedures, including school admissions
 - Complete and submit complex forms, returns etc, including those to outside agencies
 - Compose correspondence on direction from staff
 - Take notes at meetings if needed
 - Administer First Aid and report when needed
 - Maintain a register through online system of breakfast club and after school clubs
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- Help design and display posters for the school
- Be responsible for keeping accurate records of staff absences and holiday entitlements on school-based system
- Organise and distribute incoming and outgoing post
- Oversee the general administration of free school meal reports
- Maintain the school database of pupil attendance records, liaising with staff and the education welfare officer
- Provide administrative support in organising safety procedures including fire drills and medical records

Resources

- Operate relevant equipment/complex ICT packages
- Provide advice and guidance to staff, pupils and others
- Undertake research and obtain information to inform decisions
- Assist with marketing and promotion of the school
- Manage administration of facilities including use of school premises

Responsibilities

- Comply with and assist with the development of policies and procedure relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationship and communicate with other agencies/professionals
- Attend and participate in regular meetings
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Line Manager

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

General requirements:

- Strong commitment to furthering equalities in both service delivery and employment practice
 - The post holder must at all times carry out his/her responsibilities with due regard to Hackney Education's policy, organisation and arrangements for Health and Safety at Work
 - It is your responsibility to carry out your duties in line with Hackney Education's policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
 - You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
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Job	Administration Officer
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Person Specification

	Essential	Desirable
Qualifications		
1. NVQ Level 3 or equivalent qualification or experience in relevant discipline.	✓	
Experience		
2. Experience of development, management and operation of administrative school based systems	✓	
3. Experience of planning and managing tasks in a timely and effective manner and to work to specified deadlines	✓	
Knowledge		
4. Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation including equal opportunities and general data protection	✓	
Skills		
5. Ability to communicate effectively both orally and in writing with staff, families and outside agencies	✓	
6. Effective use of ICT and other specialist equipment/resources	✓	
7. Excellent ICT skills	✓	
8. Ability to relate well to children and adults with levels of politeness, sensitivity, tact and the need to respect confidentiality	✓	
9. Work constructively as part of a team, understanding school roles and responsibilities and your own position within these and the need to be flexible	✓	
10. Ability to self-evaluate learning needs and actively seek learning opportunities, participating in development and training opportunities	✓	
11. Display commitment to the protection and safeguarding of children and young people	✓	

