



**JOB DESCRIPTION:** ADMINISTRATOR

**SALARY RANGE:** GRADE D SCP 7-10

**WEEKS PER ANNUM:** TTO + 5 Days

**RESPONSIBLE TO:** OFFICE MANAGER

**RESPONSIBLE FOR:** BE RESPONSIBLE FOR UNDERTAKING ADMINISTRATIVE FUNCTIONS AND OPERATIONS TO SUPPORT THE COLLEGE NEED.

**JOB PURPOSE:** To work as part of the administration team providing support to the administrative functions of the college.

**COLLEGE VALUES:** The post holder will subscribe to and model the ideal that as stakeholders of Denton Community College we strive to ensure that all our work is characterised by the core values of COURTESY, EMPATHY, INCLUSION, INTEGRITY, RESPECT & RESPONSIBILITY.

**CORE RESPONSIBILITIES**

- To produce accurate records and documents including: emails, letters, files, payments, reports and proposals.
- Make recommendations for improvements and present solutions to management.
- Draft correspondence, write reports and be able to review others' work.
- Maintain records and files, handles confidential information in compliance with the organisation's procedures. Coach others in the processes required to complete these tasks.
- Exercise proactivity and good judgement.
- Demonstrate good communication skills, whether face-to-face, on the telephone, in writing or on digital platforms.
- Answer questions from inside and outside of the organisation, representing the organisation or department.

**TRAINING PROVIDED:**

[Level 3 in Business Administration](#)

**LINE MANAGED BY:**

- Office Manager

**LINE MANAGER OF:**

N/A

**RESPONSIBILITIES (Administrative & Financial):**

- Use initiative in time management to organise own workload in order to meet deadlines
- To provide cover for other administrative colleagues when required
- To be aware of and comply with policies and procedures relating to child protection, safeguarding, 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
- Help to identify own personal development needs and to participate in training and other learning activities and performance development as required
- Contribute to the overall ethos/work/aims of the college

- To provide general clerical and administrative support, for example, photocopying, filing, scanning, completing standard forms and returns to the LA and outside agencies and responding to routine correspondence
- To maintain and update all administrative, financial and information management systems and processes as required, including retrieving and collating information to ensure delivery of a high level administrative service.
- To produce lists, information and data as required, for example, pupil data and to maintain and collate pupil reports
- To assist with school administrative duties relating to examination invigilation where appropriate.
- Arrange meetings and events and take notes at meetings to a high standard
- To collect and distribute incoming mail, despatch outgoing mail as appropriate
- To provide specific administrative support to Heads of Department as and when required
- To maintain display boards and to ensure these are refreshed regularly
- To maintain accuracy and precision when preparing, maintaining and monitoring financial records
- To promote and sell products in the school shop

#### **SPECIFIC RESPONSIBILITIES (Organisational):**

- To receive visitors to the school and to communicate with courtesy and clarity to all staff, students, parents, carers, visitors, outside agencies and the wider community, including answering general telephone and face to face enquiries
- Provide reception cover as required.
- Support all administrative support roles across the organisation in order to provide cover where necessary; Cover Manager, Exams Manager, SIMS Administrator, Data Manager and Finance Officer duties.
- To assist with pupil first aid and welfare duties, including looking after unwell students and liaising with parents and staff over student matters
- To undertake routine clerical and administrative support duties on behalf of individual members of staff or Faculties, in relation to the organisation of school activities.
- To support the registration of staff and students in any evacuation process.
- To support the transition of students through their school life with organisational and administrative functions
- To play a full part in the life of the college community, to support its distinctive mission and ethos and to encourage students to follow this example.
- As and when required support parents evenings, open evenings and other out of hours school events
- To actively promote the college's corporate policies.
- To continue personal development as agreed.
- To actively engage in the staff review and development process.

#### **LAST UPDATED**

OCTOBER 2021

#### **GENERAL INFORMATION**

As with all job descriptions it may be necessary to undertake any reasonable task required and sometimes at short notice, that is not described here.

All staff need to be aware of and practise the current Health and Safety regulations in accordance with Government, Tameside LA, and College policies.

The post-holder is expected to be part of the whole-college staff team and to be able to use his/her initiative. The ability to respond positively to ever-changing and demanding circumstances is essential.

This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.