



A member of the Tapton School Academy Trust

	JOB DESCRIPTION
SCHOOL	FORGE VALLEY SCHOOL
POST TITLE	ADMINISTRATION OFFICER
ROLE PROFILE	
JOB NUMBER	
GRADE	4
RESPONSIBLE TO	OFFICE AND COVER MANAGER
RESPONSIBLE FOR	N/A
HOLIDAY AND SICKNESS COVER	OTHER MEMBERS OF THE OFFICE TEAM
PURPOSE OF JOB	To provide an efficient and effective administrative support service to the main school office, sports centre and careers provision.
RELEVANT QUALIFICATIONS	NVQ Level 3 – Business Administration

JOB DESCRIPTION FOR POST OF: - ADMINISTRATION OFFICER

SPECIFIC DUTIES AND RESPONSIBILITIES

The postholder must at all times carry out his/her duties and responsibilities within the spirit of Tapton School Academy Trust School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.

- To be part of the school administration team and provide appropriate cover as and when necessary.
- To provide general admin support to Senior Leadership Team as required.
- Dealing with all pupil related queries including timetable queries, FSM and signing out
- To monitor and support the school enquiries inbox.
- Working on main reception as and when required.
- To use Microsoft Office applications as required (i.e. word, excel, etc).
- To daily log information on to Bromcom relating to behaviour, detentions etc.
- To distribute incoming post and frank outgoing mail as required.
- To provide support at open evenings and other school events as required.
- Develop and deliver a marketing and publicity strategy that will promote the Forge Valley School sports facilities.
- To devise and manage a sports centre booking system, liaising with bookings and community partners, and ensuring that administrative procedures are undertaken across the sports centre facility.
- To provide general admin support to the Careers provision, including work experience, event support and tracking pupil progress.
- To comply and assist with the policies and procedures relating to Child Protection, and all Safeguarding matters including Health and Safety, confidentiality and data protection.
- To develop productive working relationships with professionals within school and from external agencies
- Attend and participate in regular meetings
- Participate in training and other learning activities as required

- To produce high quality error free documents, letters and reports in a timely manner in line with established school procedures and templates.
- To handle sensitive matters discreetly and confidentially at all times
- Any other duties and responsibilities that do not change the character and purpose of this post, as may be required by the Senior Leadership Team.

All the above duties and responsibilities to be carried out in accordance with Tapton Academy Trust policies, standing orders and current legislation with an emphasis on customer care, equal opportunities, data protection and health & safety.

ISSUE DATE: May 2024

**PERSON SPECIFICATION
ADMINISTRATION OFFICER**

Requirements	Essential or Desirable
<p>Qualifications and/or experience:</p> <ul style="list-style-type: none"> • NVQ Level 3 – Business Administration or equivalent • Good standard of Literacy and Numeracy • Good ICT Skills 	<p>E E E</p>
<p>Skills/Experience:</p> <ul style="list-style-type: none"> • Experience of working in an educational environment • Experience of working with students • Experience of working in a supportive role to management • Excellent communication skills • Excellent organisational skills • Ability to prioritise own workload, meet deadlines and to work independently • Ability to relate well with students • Ability to forge productive relationships with parents • Ability to work with staff at all levels • Flexibility and adaptability 	<p>D D E E E E E E E E</p>
<p>Knowledge and Understanding:</p> <ul style="list-style-type: none"> • Good knowledge and understanding of the school's management information systems • Knowledge of current educational issues • Knowledge of school policies relating to behaviour, attendance, equal opportunities and child protection • Knowledge of strategies to remove barriers to learning • An understanding of Child Protection and all aspects of Safeguarding 	<p>D D D D E</p>