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| Admin Officer Maternity Cover (1 year) job description |
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| **Post:** | Admin Officer Maternity Cover (1 year) |
| **Salary / Grade Full time:** | Scale 3: £22,800 - 23,628  |
| **Salary/ Grade Term-time only:** | Scale 3: £19, 676 pro rata  |
| **Hours:** | 35 hours per week – all year round (term-time only will be considered, if required) |
| **Responsible to:** | Office Manager/Business Manager |

**Location: COLAT Highgate Hill**

 **Job Purpose:** As an integral member of the administration team, the post holder will assist with provision of an efficient and confidential administrative service within the academy.



**Key Accountabilities**

**Administrative**

* To be responsible for the admissions process including maintaining paperwork, liaising with colleagues, local authorities, schools and dealing with enquiries and questions from prospective parents
* To provide administrative support to the office
* To be the front of house representative providing first line support to students, parents, staff and other visitors to the college.
* To answer telephones, take messages and / or transfer to appropriate staff.
* To manage incoming emails and referring to appropriate members of staff as necessary and pass on messages accurately as required.
* To order supplies and equipment, including receipt of deliveries as and when necessary.
* Create and modify documents using Microsoft Office / G-Suite.
* To provide a general administrative service, including but not limited to photocopying, filing, data entry, financial record keeping and distribution of post.
* To use and maintain information management systems for data entry and retrieval as required.
* To design, produce and maintain displays throughout the college
* To be responsible for reprographics of college documents and learning materials.
* To attend appropriate inset.
* To be responsible for the maintenance of confidential records

**First Aid**

* To be an appointed first-aider and administer first aid.
* To ensure completion of associated administration including accident recording and notification to relevant agencies.

**Other**

* To undertake such other duties as may be required by the office manager that is commensurate with the job and grade.
* To cover for absent colleagues and undertake other duties commensurate with the grade. It is expected that you will work as part of the whole COLAHH administration team providing support to the whole school.
* Uphold, follow and actively support the Trust’s policies and procedures so that the funds available to the City of London Academies Trust are used properly, efficiently and effectively.
* Take personal responsibility for integrity, propriety and regularity in the management of public funds, and in the day-to-day operations of the organisation.
* Attend staff meetings and training courses, conferences, seminars or other meetings as required by own training needs and the needs of the Trust.
* Undertake any other duties that might reasonably regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

**Confidentiality**

* Ensure that confidentiality is maintained in line with agreed City of London policies and protocols.
* Ensure that statutory responsibilities are maintained, e.g. Data Protection and Freedom of Information.

**Beliefs, Attitudes and Personal Attributes**

* + Self-aware and able to learn.
	+ Optimistic and enthusiastic.
	+ Values diversity and equality.

The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required. The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

**Safeguarding Children**

COLAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

**English Duty**

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

City of London Academy Highgate Hill



Person Specification – Admin Officer Maternity Cover

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|  |  **Essential** | **D Desirable** |
| **Q Qualifications** |
|  Right to work in the UK | ✔ |  |
|  Maths and English GCSE Grade 5 or above or equivalent | ✔ |  |
| **E Experience** |
|  Experience of working in a busy administrative role | ✔ |  |
|  Ability to manage conflicting demands and competing priorities | ✔ |  |
|  Experience in a role that involved dealing with a variety of customers/stakeholders |  | ✔ |
|  Experience in the admissions process  | ✔ |  |
|  **Knowledge** |
|  Good IT skills with knowledge of Microsoft Office Packages including Word, Outlook and Excel and G-Suite | ✔ |  |
|  Highly numerate - able to work confidently with figures |  | ✔ |
| A good level of spoken and written English – ability to write clearly and concisely | ✔ |  |
| **Skills, Abilities and Personal Qualities** |
| Strong administrative and organisational skills | ✔ |  |
|  Dependable, reliable and accountable for own behaviour | ✔ |  |
|  Conveys information clearly, accurately and adjusts to the audience’s needs and requirements |  | ✔ |
|  Ability to deliver results | ✔ |  |
|  Well presented | ✔ |  |
| Excellent verbal communication and interpersonal skills. In particular, an excellent phone manner | ✔ |  |
|  Good time management skills | ✔ |  |
|  Commitment to personal career development | ✔ |  |
|  Accuracy and attention to detail | ✔ |  |
|  Ability to work as part of a team | ✔ |  |
|  An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations | ✔ |  |