



The Fernwood School

High Achievement with Care & Discipline for All

ADMIN OFFICER



Admin Officer

Salary: F2-1 – F2-4 £23,048 - £23,867 (actual salary £21,195 - £21,948)

Hours: 37 hours per week, Term time, plus 10 days

Contract type: Permanent

Post reports to: PA to Headteacher & Office Manager

Main purpose

- To be an ambassador for the school when meeting parents and other visitors and to act as first point of reference.
- To provide general administrative support to the school under the instruction of the PA to Headteacher and to assist in the efficient running of the school office.
- To contribute to the overall vision and ethos of the school ensuring the best standards possible for students and staff.
- To be aware of and support differences and to ensure equal opportunities for all.

Responsibilities and Duties

Admin

- Coordinate the annual Preloved event including the organisation (venue, staffing, stock), invitations and set up whilst liaising with Assistant Headteacher, Pastoral KS3 and the uniform suppliers.
- Collate, organise and stocktake Preloved uniform and advertise for donations from parents and carers.
- Liaise with uniform suppliers to arrange the event and promote the event parents and carers.
- Liaise with uniform suppliers and Assistant Headteacher, Pastoral KS3 regarding requirements and ordering of uniform whilst adhering to the school's uniform policy.
- Order ties and lanyards throughout the academic year and oversee the stocktaking.
- Prepare and send mail merges and reports for staff when required.
- Assist with organising parents' evenings and other meetings and events, including the organisation of rooms and equipment, and providing refreshments as required.
- Provide general admin duties as required including sending whole school communications via the school Arbor MIS system.
- Provide first aid cover for the school and be willing to train to be a qualified first aider if not already qualified.
- Support the school with its multiple functions and take direction from the PA to Headteacher and Office Manager.
- Support with the administration and smooth running of events like immunisations.
- Provide administrative support for work experience.
- Be aware of the Data Protection Act and other relevant legislation to ensure that confidentiality of records and information is maintained and data is processed correctly.
- Undertake any other duties that may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.



- Updating and distributing communications which may include but is not limited to the school's website, social media, school noticeboards, newsletters and other communication with parents, colleagues and the community.

Reception

- Provide support on reception and cover in the absence of staff.
- Provide support on reception later in the afternoon daily.
- Provide reception cover at open events and evenings.
- Deal with telephone and face-to-face enquiries efficiently and in a professional and supportive manner.
- Deliver a positive welcoming atmosphere that promotes the school ethos and upholds a good reputation of the school within the wider community.
- Ensure staff, students and visitors are signed in and out of the site in line with school policies and procedures, this includes updating registers.
- Respond efficiently and effectively to general enquiries, ensuring information is passed on to the relevant parties in a timely manner where necessary.
- Support the school in its communication with stakeholders, this includes the use of email and text messaging systems.

Support for the School:

- Participate in training and development activities and programmes and attend and participate in meetings as required.
- Hold or complete a first aid qualification to be able to provide first aid when required.
- To support the school with duties as required.
- Provide support at after school events as required.
- Be aware of the Data Protection Act and other relevant legislation to ensure that confidentiality of records and information is maintained, and data is processed correctly.
- Undertaking any other duties that may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.



Person Specification for the role of Admin Officer

	Essential	Desirable
Experience		
Experience of working in a school or similar role		X
Proven experience in administration and management tasks	X	
Qualifications and Training		
GCSE or equivalent passes in English and mathematics	X	
First aid training is essential, or willingness to complete it	X	
Relevant knowledge of school processes		X
Practical Skills		
Ability to manage own time effectively and multitask	X	
Ability to adhere to working procedures and policies within the school environment	X	
Ability to operate as part of a team or individually as required	X	
Ability to relate well to children and adults	X	
Good IT skills and a working knowledge of the Microsoft Office programmes	X	
A working knowledge of the school MIS Arbor database		X
Personal Qualities & Attributes		
Commitment to promoting the ethos and values of the school	X	
Warm and positive attitude	X	
Remaining calm during busy or challenging situations	X	
Enthusiastic and flexible	X	
High level of confidentiality is required	X	
Attention to detail	X	
Ability to work under pressure and prioritise effectively	X	