**JOB TITLE: Office/IT Administrator**

Job Description

**JOB PURPOSE**

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| * To work in positive collaboration with other administrative and campus staff to support the smooth running of the school, and to assist the school in meeting the academic, pastoral and other needs of students
* To provide high quality clerical and administrative support to all departments as required
* To manage the regular financial transactions and administration
* To provide daily support for computer network users
* To liaise with central IT to support Campus requirements. Raising service tickets, liaising with IT department and reimaging devices (training will be provided)
* To provide a professional, courteous approach to internal and external personnel
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**DUTIES**

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| **Specific DUTIES** * To have oversight of the purchasing of educational resources, stationery and other equipment for the school
* Provide a high quality, professional service on the school reception, and within the school administration team
* To complete reception duties efficiently including dealing with enquiries, issuing visitor passes, in accordance with safeguarding protocols
* Taking receipt of and accurately recording deliveries, ensuring that deliveries and returns are stored safely and securely and are signed for by the relevant recipient
* To receive telephone and email enquiries; recording and distributing accurate informative messages to school staff and students, forwarding calls and correspondence as appropriate ensuring confidentiality is maintained always
* Raising service tickets, liaising with IT department and reimaging devices (training will be provided)
* Use a good level of IT knowledge to undertake the production of a range of documents (e.g. letters, reports, memos etc) using various Microsoft programs (e.g. Word, Excel, PowerPoint etc) and other IT packages to produce accurate and well-presented information on time, to enable teaching staff to meet their responsibilities for producing information
* To maintain accurate filing systems
* To undertake any photocopying as required and to collate and distribute documents as necessary
* To undertake the consumables audit and stock take reporting where additional stock and resources are required
* Responsible for the ordering of any consumables, stationery or resources in line with the school policies and procedures
* To input suppliers invoices and expenses on the financial systems and follow up any accounting queries
* To arrange hospitality for staff and visitors
* Help organise events such as Educational visits and Parents’ Evenings where appropriate
* To behave and communicate in a professional, positive manner always setting an appropriate example to other staff and students
* To ensure matters are handled with due regard of confidentiality, data protection and safeguarding as appropriate
* To undertake appropriate training applicable to the role

**General Duties*** To perform such other duties as may be requested from time to time, commensurate with the role
* Uphold and promulgate the OneSchool Global UK ethos within all areas of responsibility
* Contribute to, share in and promote the wider and longer-term vision of OSG UK and OneSchool.
* To promote equality, diversity and inclusion and demonstrate this within the role, adhering to the OSG UK Equal Opportunity Policy
* Comply with and support the implementation of all School and OSG UK policies
* To adhere to Health & Safety Policies and ensure all tasks are carried out with due regard to Health and Safety
* To work with due regard to confidentiality and the principles of Data Protection, encouraging others to do the same

**PERSONAL Duties*** To set an example of positive personal integrity and professionalism, with positive, appropriate and effective communications and relationships at all levels
* Ensure high standards are maintained, progressed and promoted in all areas of work
* To undertake appropriate professional development and positively participate in the appraisal of own performance
* Communicate and co-operate effectively and positively with specialists from outside agencies where applicable
* Attendance at staff meetings as appropriate

**SAFEGUARDING** |
| OneSchool Global UK and its affiliated schools are committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks.We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. This is in line with statutory guidance Keeping Children Safe in Education 2016 and The Education Act, we expect all staff and volunteers to share this commitment  |

**Reporting To**

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| * Reporting to Head teacher.
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**SUPPORT FOR THE ROLE**

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| OneSchool Global UK provides a range of support services in areas such as ICT, recruitment, HR, policies, resources and compliance.  |

**ISSUED BY**

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| OneSchool Global UK Issue date: March 2020 |

**JOB TITLE**

**Person Specification**

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| **Specification** | **Essential** | **Desirable** |
| **Experience and Knowledge** | * Experience in a general administration environment
* Good level of skills for Microsoft packages (Word, Excel, PowerPoint etc.)
* Experience of using database applications
* Experience of Reception work
* Experience in processing purchase orders
* Working knowledge of Data Protection and Confidentiality
 | * Experience of working in an education setting
* Knowledge of SIMS database
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| **Education and Qualifications** | * A\*-C in GCSE/Nat 5 English and Mathematics or equivalent
 | * An intermediate or above qualification in word processing / typing skills
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| **Skills and Abilities** | * Excellent communication skills both verbally and in writing
* Good numerical skills
* Excellent customer service skills
* Ability to complete work to the required standards of accuracy and presentation
* Able to follow set procedures
* Ability to work on own initiative with minimum supervision
* Ability to work under pressure
* Ability to work with professional boundaries and to relate well with all members of staff, students and visitors
* Take a collaborative role when working within a team
* Able to meet deadlines against changing priorities and competing demands
* Ability to organise and manage own workload
* Ability to work with regard for confidentiality, data protection and safeguarding always
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| **Training** | * Willingness to undertake relevant training and identify own development needs
* Committed to ongoing CPD and Professional development
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| **Attributes and Attitudes** | * Flexible approach and positive attitude towards work
* Punctual and reliable
* Ability to adapt to changes in the workplace
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| **Equality, diversity and inclusion** | * Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application
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| **Safeguarding**  | * Knowledge, understanding and commitment to safeguarding and promoting the welfare of students
* Ability to form and maintain appropriate relationships and personal boundaries with students
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The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

OneSchool Global UK is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

All staff are expected to be committed to the Equal Opportunities Policy.