



JOB DESCRIPTION & PERSON SPECIFICATION

SCHOOL: The Marvell College **POSITION NO:**

SECTION: **GRADE: 4**

JOB TITLE: Office Administrator **DATE PREPARED:**

JOB HOLDER: **REPORTING TO** Facilities & Administration Manager

EVALUATION DATE: **JE NUMBER:**

DIGNITY AT WORK: To show, at all times, a personal commitment to Looked After Children and treating all customers and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the Council's Equal Opportunities in Employment Policy.

PURPOSE:

To provide, an efficient, high quality, responsive and confidential administrative service to The Marvell College and contribute to the College by working flexibly as a member of the team.

PRINCIPAL ACCOUNTABILITIES:

Please note decision making must be included within the Principal Accountabilities

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|----|--|
| 1. | To promote and safeguard the welfare of children, young people and/or vulnerable adults
(Service Area to include where appropriate). |
| 2. | To be responsible for the quality of all general administrative work in the college, to ensure it is consistently and professionally presented. |
| 3. | To develop and implement new administrative systems. |
| 4. | Provides a comprehensive, efficient and confidential administrative service for the Senior Leadership Team, Learning Managers, Teachers and Support Staff, responding in an efficient and effective manner to queries and questions. |

5.	Ensuring that all records held in the academy main office and college offices are secure and compliant with data protection requirements. To check data protection laws are being adhered to in relation to the storage of data.
6.	Produces a range of documents including letters, reports, certificates, statements, and other correspondence as requested, using a full range of IT packages (eg: Microsoft Outlook, Word, Excel. Powerpoint).
7.	To support the provision of adequate and appropriate internal and agency supply cover for teacher absences, taking account of teaching commitments, specialism's timetable weightings and budget, to maximise the effectiveness of the cover.
8.	To support senior leaders with marketing for the college e.g. advertising, publications, website and twitter account.
9.	Organises and attends complex meetings, preparing agenda, takes, produces and circulates minutes as appropriate, distributes correspondence to the relevant persons/agencies, to provide a true record of the proceedings and indicate subsequent action to be taken as appropriate.
10.	Analyse and evaluate data/information and produce reports/information /data analysis as required.
11.	Prepares and circulates the schools weekly publications.
12.	To provide reception, student services, reprographics & attendance cover as required.
13.	Prioritise and manage workload, working independently, accurately and with initiative in order to commence tasks and complete projects within deadlines/targets as requested.
14.	The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on Hull City Council, as your employer and you as an employee of the council. In addition to the Councils overall duties, the post holder has personal responsibility for their own health & safety and that of other employees; additional and more specific responsibilities are identified in the Council's Corporate H&S policy.
GENERAL: The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the Council are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the Council.	

DIMENSIONS:

All sections should be completed – if there aren't any state 'none'

1. Responsibility for Staff:

N/A

2. Responsibility for Customers/Clients:

The post holder is responsible for maintaining good relations with Staff, Parents, Governors and HCAT Trust Officers.

The post holder is responsible for creating a good impression personally, and through monitoring the quality of school correspondence/documentation and how we respond to customer/client contacts.

3. Responsibility for Budgets:

N/A

4. Responsibility for Physical Resources:

Responsibility for necessary and appropriate equipment. Maintenance of an efficient working environment including filing and housekeeping systems.

WORKING RELATIONSHIPS:

All sections should be completed – if there aren't any state 'none'

1. Within Service Area/Section:

Headteacher, Leadership team, Finance Manager, Governors, Teaching Staff, Support Staff, St Mary's College, HCAT Trust Officers and Visitors.

2. With Any Other Council and Partner Areas

HCAT Schools & St Mary's College, Hull

3. With External Bodies to the Council

ORGANISATION CHART:

Headteacher

Facilities and Administration Manager

Post Holder

DRAFT

	Tick relevant level for each category						
	Not applicable	Low	Moderate	High	Very High	Intense	Supporting Information (if applicable)
PHYSICAL DEMANDS: Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).	✓					N/A	
WORKING CONDITIONS: Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).	✓					N/A	
EMOTIONAL DEMANDS: Exposure to objectionable situations over and above that normally incurred in a day to day office environment.	✓						

PERSON SPECIFICATION		Tick relevant column		List code/s*
<p>The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.</p> <p><i>*Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS's), T = Test/Assessment, P = Presentation</i></p>		Essential	Desirable	How identified
1.	Qualifications:			
	GCSE's (or equivalent) in English and Maths	✓		CQ
	NVQ 3 or equivalent qualification or experience in relevant discipline	✓		CQ
2.	Relevant Experience:			
	Experience of data analysis		✓	AF, I
	Experience of using SIMS		✓	AF, I
3.	Skills (including thinking challenge/mental demands):			
	Motivation to work with children and young people and/or vulnerable adults (<i>service area to include where appropriate</i>).		✓	AF, I
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people and/or vulnerable adults (<i>service area to include where appropriate</i>).	✓		AF, I
	Good communication skills – written	✓		AF, I
	Good communication skills – verbal	✓		AF, I
	ICT skills	✓		AF, I
	Good interpersonal skills	✓		AF, I
	Negotiation skills	✓		AF, I
	Ability to use initiative and plan/prioritise work	✓		AF, I
	Ability to work to deadlines in a busy office environment	✓		AF, I
	Accurate and well organised approach to work	✓		AF, I

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4.	Knowledge:			
	A knowledge and commitment to safeguarding and promoting the welfare of children, young people and/or vulnerable adults (service area to include where appropriate).	✓		AF, I
5.	Interpersonal/Communication Skills:			
	Verbal Skills			
	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people and/or vulnerable adults (service area to include where appropriate).	✓		AF, I
	Written Skills			
	The post-holder is required to exchange wide ranging complicated or sensitive information to a range of audiences.	✓		AF, I
6.	Other:			
	If there aren't any state 'none'			
The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.				
7.	Competencies: Not applicable			
8.	Additional Requirements:			
	If there aren't any state 'none'		N/A	

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9.	Disclosure of Criminal Record:			
	The successful candidate's appointment will be subject to the The Marvell College obtaining a satisfactory Enhanced Disclosure from Disclosure and Barring Services. (if ticked as an essential requirement).	✓	N/A	DBS Disclosure
	If the postholder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record.	✓	N/A	AF(after short listing)
	If the postholder does not require a DBS disclosure the candidate is required to declare unspent convictions only.		N/A	AF(after short listing)