



<b>Post Title</b>	<b>Office Administrator</b>
<b>School / Organisation</b>	Avanti Services Ltd
<b>Location</b>	Harrow
<b>Grade</b>	Grade 3, £22,400 - £23,517 per annum pro rata <i>Approx pro rata £8,960 - £9,407 per annum (0.4 FTE)</i>
<b>Hours</b>	Part-time 15 hours per week, over 3-5 days
<b>Contract Type</b>	Permanent Year-round
<b>Reports to</b>	Business Services Manager
<b>Preferred Start Date</b>	As soon as possible

**MAIN PURPOSES OF THE JOB**

As the Office Administrator at Avanti Schools Trust, you will play a pivotal role in ensuring the efficient and smooth operation of the central administrative functions within the trust. This role demands strong organisational skills, attention to detail, and the ability to manage multiple tasks simultaneously. The Office Administrator will be responsible for a variety of essential tasks, including office orders, communication, managing folders and emails, and general office management.

**RESPONSIBILITIES OF THE JOB**

**Procurement**

- Order stationery supplies to maintain adequate inventory.
- Manage the procurement of snacks, coffee, tea, and kitchen supplies.
- Coordinate and place orders for catering services for trust-wide events.
- Order and maintain office equipment, including chairs, keyboards, and other necessities.

**Communication and Events:**

- Assist in planning and organising central team events, such as staff barbecues and holiday parties.
- Handle catering organisation and purchase orders for trust-wide events.
- Contribute to trust-wide communications, ensuring effective dissemination of information.
- Maintain a trust-wide events calendar.

**Office Management**

- Answer incoming phone calls and direct them to the appropriate individuals.
- Manage the CEO and Chair's inboxes, redirecting emails to relevant parties.
- Print and issue ID badges to staff members.
- Handle incoming trust post, scanning and distributing to the relevant recipients.
- Manage manual and computerised record/information systems, including the central team folders
- Manage the AST meeting room calendar, accepting booking requests.
- Keep the Trust Central Calendar up to date, including event scheduling and rescheduling.
- Maintain Trust Central Support Lists, ensuring accurate and current information.
- Organise meetings for the CEO by managing their calendar.

**General Administration**

- Arrange hotel bookings and travel accommodations for central team members.
- Update the trust website as required.
- Assist with proofreading, printing, and various administrative duties.
- Analyse and evaluate data/information and produce reports/information/data as required



- Provide administrative and organisational support to other staff including board members.
- Undertake research and obtain information to inform decisions
- To contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Undertake similar clerical duties commensurate with the level of the post as required by the Senior Leadership Team

### PERSON SPECIFICATION

Criteria		Requirement	
		<i>Essential</i>	<i>Desirable</i>
1.	Experience in office administration	X	
2.	Strong organisational and multitasking abilities.	X	
3.	Flexibility to adapt to changing priorities and tasks.	X	
4.	Experience of developing and maintaining administrative systems and procedures	X	
5.	High level of literacy and numeracy skills.	X	
6.	Good knowledge/understanding of basic financial tasks	X	
7.	Evidence of the ability to communicate clearly and concisely both orally and in writing.	X	
8.	Strong ICT skills, particularly Outlook, Word and Excel	X	
9.	Ability to work to a high degree of accuracy and pay attention to detail.	X	
10.	Ability to plan and manage their own time effectively and work prioritising tasks in a time efficient manner and keep to deadlines in a very busy environment.	X	
11.	Ability to work constructively as part of a team	X	
12.	Able to use initiative to respond to basic queries and work independently where required	X	
13.	High degree of drive, resilience and enthusiasm	X	
14.	Commitment to the safeguarding and welfare of children and young people	X	
15.	Awareness of Health and Safety requirements within a school setting.		X

### FURTHER INFORMATION

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

For further information - <https://avanti.org.uk/wp-content/uploads/2023/08/Child-Protection-and-Safeguarding-Policy.Summer-23.pdf>