



NOTTINGHAM UNIVERSITY
SAMWORTH ACADEMY

Job Description

Post: Office Administrator	Department: Admin
Hours of work: Two posts One full time post 37 hours per week for 41 weeks per year (TTO + 2 weeks). 7.30am start time One part time post 30 hours per week for 41 weeks per year (TTO + 2 weeks). Exact hours to be agreed Scale 4 £18,070 - £20,138 pro rata per annum	
<p>This job description identifies our expectations of support staff at Nottingham University Samworth Academy.</p> <p>You are required to carry out your duties in line with the stated ethos and principles of the academy.</p> <p>Directed time:</p> <p>This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on any or all of them.</p>	
PART A	

General Responsibilities

1. To promote the corporate image of the academy and high standards of behaviour and courtesy among pupils.
2. To communicate effectively and professionally at all times, in accordance with the Staff Conduct Policy.
3. To provide effective support for teaching staff and pupils.
4. To promote and support implementation of the academy's aims, policies and values.
5. To work flexibly as part of the support staff team to contribute to the smooth operation of the academy.

6. To use the standard computer hardware and software packages where appropriate.
7. To commit to safeguarding and promoting the welfare of children and young people

PART B

Specific Responsibilities:

- 1 The specific responsibilities of this post are shown below. These duties and workload are self-managed (i.e. planned and prioritised) and are undertaken within required timescales:
 - Manage 'in-year' pupil admissions including 'in year' admission enquiries, parent liaison and collecting assessment information from schools.
 - Managing both in term and end of year pupil leaver's process including the use of SIMS, completing the electronic transfer of data via Common Transfer files in SIMS. Liaising with feeder/destination schools.
 - Update the SIMS database with staff starters and leavers
 - Update the SIMS database with all staff absence in order to help coordinate any staff cover
 - To work with the other Office Administrator for co-ordinating the provision of cover when teachers are absent or unavailable to teach. This involves liaising with internal staff and when appropriate contacting external cover providers.
 - Maintain an effective paper and electronic pupil records for current and archive data;
 - Support staff in the preparation of meetings and committees as well as clerk and minute committees and meetings as required.
 - Provide the academy with administrative/organisational support including arranging appointments and maintaining diaries (as appropriate).
 - Deal with both internal and external enquiries in a professional and timely manner.
 - Assist in the planning and delivery of academy events.
 - Accurately use Microsoft office to produce confidential letters, reports and documents, as required.
 - Work closely with the pastoral team, Heads of Years and teachers to assist with the processing of pupil exclusions in compliance with the statutory process and dissemination of information required by City Education Services, Police & Governors for fixed-term and permanent exclusion hearings.
 - Work with the other Office Administrator to manage the outgoing mail process to ensure outgoing mail is franked and posted each afternoon.
 - Providing back-up for reception during staff absence, emergencies, holidays or periods of high activity.
 - Assist the transition team regarding school uniforms in the summer and autumn terms.
- 2 In common with other members of the academy's support staff, the post-holder will also be expected:
 - to liaise with parents and the wider community, receive and respond to telephone enquiries and to receive visitors as required;
 - to attend support team, staff and other meetings as required;

- to work actively to secure continuing development through participating in the academy's training programme;
- to undertake other duties as may reasonably be required.

PART C (IF APPLICABLE)

POLICY RELATING TO THE PERFORMANCE MANAGEMENT PROCESS:

In addition to agreed responsibilities, in the context of the academy's Performance Management Policy, the post-holder will liaise with team members and contribute to the following:

A Set Objectives

- Work as a team member, to establish processes to understand concerns, aspirations and day to day working situations;
- Gain an understanding of levels of achievement required to achieve overall academy targets and aspirations;
- Agree and record specific objectives according to the academy's established documentation framework;
- Agree and record support requirements relating to training, development and any specific conditions required relating to the achievement of the objectives;
- Implement any necessary action, liaison or communication to ensure that the support mechanisms are in place and effective.

B Monitor progress towards objectives

- Agree appropriate strategies for checking on progress towards the agreed objectives, which will include data collection and analysis, informal and formal meetings as required;
- Implement the process of monitoring and maintain any such records as are agreed between the parties concerned;
- Provide regular feedback to line managers on progress.

C Review progress in relation to objectives

- Establish relevant structures and processes to review achievements at the end of the performance management cycle;
- Complete the appropriate documentation;
- Within the agreed academy procedures, make any necessary communications in relation to performance related pay.

D Review and develop the Performance Management process and practice

- Take part in the monitoring and review of the Performance Management process within the academy with a view to its continuing improvement;
- Undertake any necessary personal training needed to perform the role effectively.

Knowledge, Skills, Qualifications & Experience

	Essential	Desirable
Qualifications/ Education	A good standard of general education with at least Maths and English at a grade C or above (or equivalent)	Advanced word processing/secretarial skills
Skills/Training	<p>Extensive IT knowledge (MS Office, email)</p> <p>Excellent oral and written communication skills</p> <p>Ability to build working relationships within the School and with external stakeholders</p> <p>Experience of planning own work activities in response to differing needs of the School and deadlines.</p> <p>Ability to minute meetings</p>	
Experience	<p>Ability to work independently to resolve complex internal and external queries and to provide and maintain a high level of customer service whilst working to deadlines</p> <p>Ability to work within a busy office environment, flexibility to deal with queries and issues as they arise throughout the working day</p> <p>Accuracy, reliability and willing and adaptable to learn new skills and procedures as required by changing procedures and legislation</p>	<p>Previous experience of clerking meetings/servicing committees</p> <p>Previous experience of planning and co-ordinating events</p>
Personal Qualities, Values and Behaviours	<p>Is able to deal with a wide range of customers and colleagues with confidence</p> <p>Is able to offer a flexible approach to working</p> <p>Responds positively to change contributing actively and openly to objective setting and development discussions.</p> <p>Willingness to new skills and technologies necessary to do the job.</p>	