



### Job Profile - Administrative support

#### Scale 3

Hours negotiable between the school and employee

#### Job purpose and content

The member of staff in this post will need to cover and support the work of colleagues in reception, admin hub and student services areas.

#### Roles and Responsibilities

- To work under the direction of the Office Manager
- To communicate with people in person on the telephone and via email in a timely manner to: respond to queries and resolve problems and complaints, provide information and services to customer requirements, take and record messages
- To input all data on SIMS from registration forms for year 7 and data collection forms
- To amend SIMS data as required
- To use word processing equipment to prepare, layout, print and dispatch documents including: letters, memos, committee reports and papers
- To coordinate the receipt, sorting and distribution of incoming messages, post and deliveries and the collection and dispatch of outgoing mail, packages and so forth
- To contribute to the organisation and arrangements of events – which may include training courses, meetings, assemblies, festivals and concerts. This may include the provision of materials, equipment, invitations, publicity, refreshments and so on
- To use school systems to provide and update all data
- To coordinate and collate supplies, stock and ordering for school resources
- To keep up to date records and operate the computerised cashless system and any data processing this may entail
- To receive, record and process incoming payments for school trips and activities
- To assist parents where necessary with the school's cashless system
- To collect debts and payments due by monitoring records, making requests and following up and taking action responses
- To support colleagues in the operation of the school financial system and procedures
- To support teachers in the preparation of resources
- To work in accordance with the values, culture, ethos, equalities and inclusion policies of the school
- To take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the immediate working environment
- To be emergency first aid trained and assist with first aid to students / colleagues as required
- To complete school based induction and any subsequent training required





**HORNCHURCH**  
HIGH SCHOOL  
EXCELLENCE FOR ALL

- To take part in the school performance management system

The school expects its employees to work flexibly within the framework of the duties and responsibilities outlined above. This means the employee may be expected to carry out work that is not specified in the job profile but which is in the remit of the duties and responsibilities. Staff in the school work subject to statute and many policies and procedures. The post holder is expected to become familiar with these and work in accordance with them. Job descriptions are subject to review after one year, and from time to time after that.



Partnership Learning

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Home to Hylands Tennis Club



**PERSON SPECIFICATION**

<b>General heading</b>	<b>Detail</b>	<b>Examples</b>
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Experience of administrative work in a busy school environment
	Knowledge of relevant policies and procedures	Knowledge of general school policies and procedures
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake calculations
	Technology	Ability to use photocopier Ability to use word processor and basic databases
<b>Communication</b>	Written	Ability to complete forms, write routine letter
	Verbal	Ability to exchange verbal information clearly and sensitively with children and adults
	Negotiating	Ability to consult with colleagues
<b>Working with others</b>	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships
	Team work	Ability to work effectively with other adults in the school Ability to work on own
	Information	Ability to provide timely and accurate information
<b>Responsibilities</b>	Organisational skills	Ability to follow instructions
	Time Management	Ability to manage own time effectively
<b>General</b>	Equalities	Demonstrate a commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance