

JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE: Campus Administration Officer

Job Description

JOB PURPOSE

- To work in positive collaboration with other campus staff to support the SLT and cluster business manager to ensure 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 provide a professional, personable and customer focused service to internal and external personnel

DUTIES

SPECIFIC ADMINISTRATION DUTIES

- To maintain accurate and up to date attendance/lateness records and to ensure ongoing monitoring of attendance for all students and to promote good attendance across the school
- Administer a daily attendance and punctuality check each morning and follow up the daily absences by telephone or other means including checking the school answerphone for absence messages and record appropriately on SIMS (School Information Management System)
- Manage supply cover as and when required in order to meet the needs and demands of teaching and learning
- To provide administrative support for campus meetings to include distribution of papers and taking minutes as required
- To support with MAP testing of students and the administration of these test three times a year
- Maintain accurate student and parent contact data on SIMS through ParentApp
- Collating and uploading the school census information during the academic year
- 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 have oversight of the purchasing of educational resources, stationery and other equipment for the school
- To undertake the consumables audit and stock take reporting where additional stock and resources are required
- To undertake any photocopying as required and to collate and distribute documents as necessary
- Help organise events such as Educational visits and Parents' Evenings where appropriate



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RECEPTION DUTIES

- Provide a high quality and professional service on the campus reception
- To complete reception duties efficiently including dealing with enquiries, issuing visitor passes, in accordance with safeguarding protocols
- To maintain the appearance of the reception area
- To provide a visitors and staff with a professional and positive welcome
- To arrange hospitality for staff and visitors
- 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 and information security are always maintained
- To be responsible for incoming and outgoing post

EXAMINATIONS OFFICER – IF APPLICABLE:

- Ensure all examination activities are carried out in a timely and accurate manner in line with OSGUK Examination Policy and Procedures and Exam Board regulations.
- Liaise with subject staff, prepare seating arrangements, issue of timetables, receipt, check and secure storage at all times of question papers, conduct of exams, check and despatch of completed scripts, issue of results and certificates.
- Liaise with SEND team to ensure authorised Access Arrangements are in place for examinations in line with the SEND team's instructions and evidence maintained.
- Manage a team of invigilators and ensure they are conversant with Exam Board Regulations and OSGUK Examinations Policy and Procedures, and that they carry out their duties appropriately.
- Ensure that the examination environment meets the Exam Boards' requirements.
- Import results to MIS system.
- Post-results service: notify staff of arrangements, deadlines and cost of Enquiries About Results (EARs). Make applications to Exam Boards as directed by the Campus Principal.
- Arrange, timetable and conduct internal and mock examinations, as required. Arrange and administer assessment testing, upload results to SIMS and provide analysis as required by the Campus Principal and SLT.
- Arrange and conduct ad hoc tests, for example CAT Tests.
- To be conversant with current regulations and practice for the conduct of all examinations, including non JCQ Exam Boards.
- Provide support for the Achievement Presentation; collate presentation folders with certificates for leavers.

OTHER SPECIFIC DUTIES

- 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 for confidential and sensitive information, data protection and safeguarding as appropriate
- To undertake appropriate training applicable to the role

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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 OSGUK 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 Campus 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 2019 and The Education Act, we expect all staff and volunteers to share this commitment

REPORTING TO

- Reporting to Cluster Business Manager.

SUPPORT FOR THE ROLE

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

ISSUED BY

OneSchool Global UK. Issue date: May 2020



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Specification	Essential	Desirable
Experience and Knowledge	<ul style="list-style-type: none">• Experience in a general administration environment• Good level of skills for Microsoft packages (Word, Excel, PowerPoint etc.)• Experience of using database applications including SIMS• Experience of Reception work• Working knowledge of Data Protection and Confidentiality	<ul style="list-style-type: none">• Experience of working in an education setting
Education and Qualifications	<ul style="list-style-type: none">• A*-C in GCSE English and Mathematics or equivalent	<ul style="list-style-type: none">• An intermediate or above qualification in word processing / typing skills
Skills and Abilities	<ul style="list-style-type: none">• Excellent communication skills both verbally and in writing• Excellent customer service skills• Ability to complex 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	
Training	<ul style="list-style-type: none">• Willingness to undertake relevant training and identify own development needs• Committed to ongoing CPD and Professional development	
Attributes and Attitudes	<ul style="list-style-type: none">• Flexible approach and positive attitude towards work• Punctual and reliable• Ability to adapt to changes in the workplace	
Equality, diversity and inclusion	<ul style="list-style-type: none">• Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application	
Safeguarding	<ul style="list-style-type: none">• 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.