



## John Taylor High School

Job profile ref:	Post Title	Grade	Date
Based on profiles J1569 and C1211	Office Administrator	4	October 2019

**Post Holder responsible to:** Head of School, Line Manager and the Local Governing Body.

### Statement of Purpose

Under the guidance of senior staff, to be responsible for undertaking administrative and organisational processes within the school.

### Support to Pupils, Parents and the Community

- Provide advice and guidance to staff, pupils and others
- Organise school events
- Provide design and display work to whole school including event programmes, posters, banners and displays.
- Acting as a qualified First Aider during the school day, administering first aid to students, staff and visitors in the absence of the senior first aider.
- Provide weekly information to parents via electronic communication.
- Liaise with members of the community regarding external lettings.

### Support to Other Staff

- Provide personal, administrative and organisational support to other staff. To include IT based tasks i.e. Letters, Reports, minutes, forms, databases, spreadsheets and newsletters.
- Create staff resources, to include, laminating and photocopying.
- Assist with event organisation (including room arrangements) i.e. parents evening, open evenings, end of year functions.
- Contribute to the organisation of support service systems and procedures, maintaining up to date information i.e. staff handbook, fire evacuation notices, staff and student bulletins.
- Ensure student care plans are kept up to date.
- With appropriate training, provide occasional cover for colleagues during absences.
- Use school packages to retrieve, record and view student data as required, i.e. SIMS and Go4Schools.

### Support Organisational management

- Manage manual and computerised records/information systems.
- Undertake complex IT based tasks.
- Operate relevant equipment.
- Assist with marketing and promotion of events.
- Maintaining the school calendar.



## **Resources:**

- Operate relevant office, reprographic equipment and computer applications.
- Filing of student records.
- Manage and maintain stock levels of office resources.

## **Support to school (this list is not exhaustive and should reflect the ethos of the school)**

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- 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.
- Recognise own strengths and areas of expertise and use these to advise and support others.

### **Note 1:**

***The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting re-evaluation.***



## Person Specification – Office Administrator

### Level 2

Essential Criteria	Measured by
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience of development, management and operation of administrative systems.</li> </ul>	AF/I
<p><b>Qualifications/Training</b></p> <ul style="list-style-type: none"> <li>• NVQ 2 Business and Administration or equivalent qualification or experience in relevant discipline.</li> </ul>	AF
<p><b>Knowledge/Skills</b></p> <ul style="list-style-type: none"> <li>• Very good numeracy/literacy skills.</li> <li>• Effective use of ICT and other specialist equipment/resources.</li> <li>• Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.</li> <li>• Ability to relate well to children and adults.</li> <li>• Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these.</li> <li>• Good organising, planning and prioritising skills.</li> <li>• Good interpersonal skills.</li> </ul>	AF/I
<p><b>Behaviour Attributes</b></p> <ul style="list-style-type: none"> <li>• Customer focused.</li> <li>• Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.</li> <li>• Open, honest and an active listener.</li> <li>• Takes responsibility and accountability.</li> <li>• Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.</li> <li>• Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.</li> <li>• Is committed to the provision and improvement of quality service provision.</li> <li>• Is adaptable to change/embraces and welcomes change.</li> <li>• Acts with pace and urgency being energetic, enthusiastic and decisive.</li> <li>• Communicates effectively.</li> <li>• Has the ability to learn from experiences and challenges.</li> <li>• Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging</li> </ul>	



Desirable Criteria	Measured by
<ul style="list-style-type: none"><li data-bbox="161 421 464 459">• Knowledge of SIMS</li><li data-bbox="161 461 555 499">• Knowledge of Mail Merges</li></ul>	AF/I