



JOB DESCRIPTION & PERSON SPECIFICATION

SCHOOL:	The Marvell College	GRADE: 2
JOB TITLE:	Office Administrator	DATE PREPARED: January 2019
JOB HOLDER:		REPORTING TO Office Manager
EVALUATION DATE:		JE NUMBER:

DIGNITY AT WORK: To show, at all times, a personal commitment to Looked After Children and treating all customers and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes The Marvell College Equal Opportunities in Employment Policy.

PURPOSE: To provide, an efficient, high quality, responsive and confidential administrative service to The Marvell College and contribute to the College by working flexibly as a member of the team.

PRINCIPAL ACCOUNTABILITIES:

Please note decision making must be included within the Principal Accountabilities

1.	To promote and safeguard the welfare of children, young people and/or vulnerable adults (<i>Service Area to include where appropriate</i>).
2.	To undertake reception duties, answering the telephone, dealing with face to face enquiries and signing in/out visitors and students in accordance with Academy procedures.
3.	Provide routine clerical support e.g. photocopying, filing, faxing, emailing, complete routine forms.
4.	Maintain manual and computerised records/management information systems.

5.	Undertake typing, word-processing and other IT based tasks.
6.	Sort and distribute internal and external mail.
7.	Undertake routine administration e.g. registers/ staff and students cards
8.	Arrange orderly and secure storage of supplies.
9.	Undertake routine financial administration
10.	To support daily attendance processes
11.	Assisting in the school provision for pupil welfare when required including being a qualified First Aider
12.	Lost property management
13.	School communications
14.	The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the College, as your employer and you as an employee of the College. In addition to the college's overall duties, the post holder has personal responsibility for their own health & safety and that of other employees.

GENERAL:

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of HCAT are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the Partner areas.

DIMENSIONS:

All sections should be completed – if there aren't any state 'none'

1. Responsibility for Staff:

n/a

2. Responsibility for Customers/Clients:

The post-holder provides information to all of the school's staff (c155).

3. Responsibility for Budgets:

n/a

4. Responsibility for Physical Resources:

Responsibility for necessary and appropriate equipment. Maintenance of an efficient working environment including filing and housekeeping systems.

WORKING RELATIONSHIPS:

All sections should be completed – if there aren't any state 'none'

1. Within Service Area/Section:

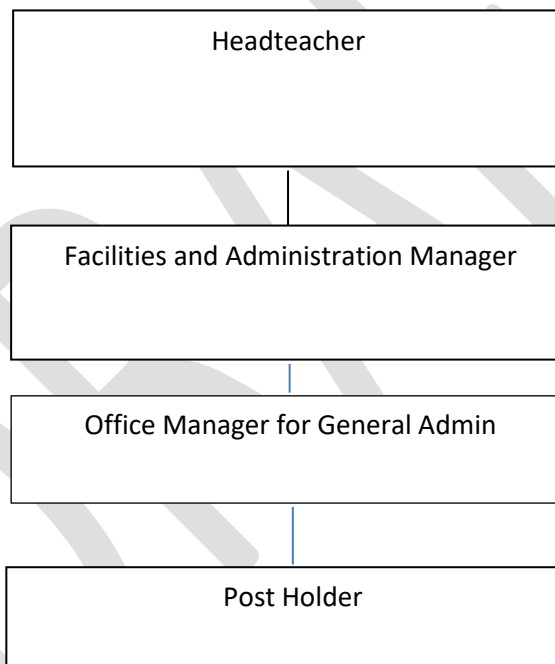
Provides information to all staff, including members of the Leadership Team.

2. With Any Other Council and Partner Areas

HCAT Schools & St Mary's College, Hull.

3. With External Bodies to the Council

ORGANISATION CHART:



	Tick relevant level for each category					Supporting Information (if applicable)
	Not applicable	Low	Moderate	High	Very High	
PHYSICAL DEMANDS: Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).	✓					
WORKING CONDITIONS: Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).	✓					
EMOTIONAL DEMANDS: Exposure to objectionable situations over and above that normally incurred in a day to day office environment.	✓					

PERSON SPECIFICATION		Tick relevant column		List code/s*
<p>The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.</p> <p><i>*Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS's), T = Test/Assessment, P = Presentation</i></p>		Essential	Desirable	How identified
		1. Qualifications:		
	GCSE's (or equivalent) in English and Maths	✓		CQ
	NVQ 3 or equivalent qualification or experience in relevant discipline	✓		CQ
2. Relevant Experience:				
	Experience of data analysis		✓	AF, I
	Experience of using SIMS		✓	AF, I
3. Skills (including thinking challenge/mental demands):				
	Motivation to work with children and young people and/or vulnerable adults (<i>service area to include where appropriate</i>).		✓	AF, I
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people and/or vulnerable adults (<i>service area to include where appropriate</i>).	✓		AF, I
	Good communication skills – written	✓		AF, I
	Good communication skills – verbal	✓		AF, I
	ICT skills	✓		AF, I
	Good interpersonal skills	✓		AF, I
	Negotiation skills	✓		AF, I
	Ability to use initiative and plan/prioritise work	✓		AF, I
	Ability to work to deadlines in a busy office environment	✓		AF, I

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	Accurate and well organised approach to work	✓		AF, I
4.	Knowledge:			
	A knowledge and commitment to safeguarding and promoting the welfare of children, young people and/or vulnerable adults (service area to include where appropriate).	✓		AF, I
5.	Interpersonal/Communication Skills:			
	Verbal Skills			
	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people and/or vulnerable adults (service area to include where appropriate).	✓		AF, I
	Written Skills			
	The post-holder is required to exchange wide ranging complicated or sensitive information to a range of audiences.	✓		AF, I
6.	Other:			
	If there aren't any state 'none'			
<p>The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.</p>				
7.	Competencies: Not applicable			
8.	Additional Requirements:			

PERSON SPECIFICATION		Tick relevant column		List code/s*	
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			If there aren't any state 'none'		N/A
9.	Disclosure of Criminal Record:				
		The successful candidate's appointment will be subject to the The Marvell College obtaining a satisfactory Enhanced Disclosure from Disclosure and Barring Services. (if ticked as an essential requirement).	✓	N/A	DBS Disclosure
		If the postholder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record.	✓	N/A	AF(after short listing)
	If the postholder does not require a DBS disclosure the candidate is required to declare unspent convictions only.		N/A	AF(after short listing)	

IF THIS IS A NEW OR CHANGED JOB THEN [APPENDIX D](#) MUST BE COMPLETED BEFORE SUBMISSION FOR JOB EVALUATION