

**COTHAM SCHOOL**

 **JOB DESCRIPTION**

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| **Job Title:**   | Admin Support Officer |
| **Grade:**   | G06  |
| **Hours:**  | 25 hours per week term time only including INSET days |
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| **Responsible to** | Office Manager/PA to Headteacher |
| **Accountable to** | Business Manager |

**CORE PURPOSE**

Provide efficient and effective administrative support to school staff to ensure the smooth operation of the school office. Assist in the administration to organise school functions such as arranging visits from other professionals and agencies.

**MAIN DUTIES AND RESPONSIBILITIES**

* Provide a comprehensive administrative, clerical and secretarial service.
* Word-process letters, reports, flyers, newsletters, posters, weekly mailing, forms and templates on behalf of school staff.
* Undertake secretarial duties such as preparation of papers for meetings and taking and typing up minutes of meetings.
* Work with the larger administrative team to ensure that all work received into the office via the Admin Helpdesk is completed in line with agreed timeframes
* Undertake data entry for example, assessments on pupil progress and attendance, and admissions and entrants.
* General office duties such as photocopying and filing.
* Use ICT systems and programmes to assist in the production of reports such as transfer data, term and annual attendance returns and other school data returns such as the annual school census.
* Undertake receptionist duties such as welcoming and assisting visitors to the school in accordance with security procedures, taking telephone calls and operating the switchboard. Deal with the receipt of deliveries and contact the necessary department or site team member for collection.
* The post holder may be required to assist in the organisation and administration of school services such as arranging dates for school photographs, visits by health professionals, free school meals and hot meals.
* The post holder may be required to make contact with parents on a range of non-contentious issues and act as a point of first contact for parents and carers and prospective parents and carers.

**General Duties**

* Back up for reception team with regards to all aspects of telephone, visitors, work and general duties.
* Comply with the requirements of health and safety, other relevant legislation and school policies and to understand and comply with the school’s Equal Opportunities Policy.
* Maintaining high and professional standards as the front line to the school.

**To contribute to the overall ethos/work/aims of the school**

* Support the main administrative function within the school
* Undertake any reasonable duties from time to time commensurate with the grade of the post
* Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
* Be aware of and support difference to ensure all pupils have equal access to opportunities in which to learn and develop
* To participate in the school’s performance management scheme, ensuring that performance standards and targets are set and met within the agreed time scale and taking personal responsibility for professional development in discussion with the line manager

**Review**

This job description does not define in detail all duties or responsibilities of the post. It will be reviewed and may be subject to modification or amendment after consultation with the post holder.

Date of Job Description: September 2018

**COTHAM SCHOOL**

 **PERSON SPECIFICATION**

**POST:** Admin Support Officer: General **GRADE:** G06

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| ESSENTIAL (Must have)  | DESIRABLE (Should have)  |
| **Knowledge & Qualifications** * Proven competence in business & administration equivalent to NVQ level 3.
* Experience of maintaining and manipulating computerised and/or paper based data/information.
* Working knowledge of word processing and spreadsheet packages.
* Experience which demonstrates ability to gather and analyse information to prepare complex reports.
 | **Knowledge & Qualifications** * Experience of working in a service orientated environment.
* Experience of any of the following: school information systems, parent evening systems, online communication systems, updating websites.
* Developing new administrative systems and procedures in line with best practice
* Experience and/or knowledge of administration quality assurance systems.
* An awareness of equal opportunities.

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| **General Skills / Experience*** Have well-developed inter-personal skills and be able to communicate effectively to a range of audiences (other professionals, staff, parents etc) in different settings (in person, on the telephone, by e-mail etc)
* Ability to prioritise workload, possessing excellent time management and organisational skills
* Numerate and capable of undertaking accurate financial and other calculations.
* Ability to handle information securely and confidentially.
* Ability and willingness to work cooperatively as part of a team.
* Demonstrate initiative and ability to work on your own as well as part of a team
* To be able to work under pressure and meet multiple deadlines whilst still ensuring the accuracy of your work
* Maintain confidentiality at all times
* Committed to high standards in all areas of working life, combined with a desire and ability to promote the values and ethos of the school
* Demonstrate resilience, determination and a positive outlook
* Approachable, empathetic and punctual
 | **General Skills / Experience*** Knowledge and experience of procedures relating to child protection, health and safety and confidentiality
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| **IT skills** * Confident and highly competent in use of IT and Microsoft Office software
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 | **IT Skills*** Experience of using school specific software such as SIMS etc
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