

SUPPORT STAFF

JOB DESCRIPTION

Sheppey Secondary

Post: Office Administrator

Responsible To: Administrative Services and Catering Leader

Summary of Post: To provide administrative and organisational services to the school under the management and guidance of senior staff.

Tier of role: Practitioner

Key descriptor: Performer

Scope of role: Provides specific services and support, performing a range of tasks using a combination of skills.

Autonomy: Some discretion to deliver instructions given and routines followed to standard, solving basic problems as required.

Knowledge of role: Role-specific knowledge is required.

Skills – Technical & Practical: Combination of skills relevant to the role.

Qualifications/Experience: Level 2 English and Maths required.

Supervision of others: No line management (some supervision may be required)

Management by others: Close supervision with guidance.

Key Responsibilities:

1. Provide administrative, and organisational support to the school e.g. organize meetings, create spreadsheets, complete returns etc.
2. Be the professional, welcoming, helpful and proactive first point of contact for stakeholders (parents, carers and visitors).
3. Analyse and evaluate data and information and run reports as required.
4. Contribute to the planning and development of administrative procedures and systems.

5. Support the senior leadership team with all day-to-day activities associated with the back-office functions.

Specific Duties:

1. Oversee signing-in procedures, issuing and returning visitor/volunteer badges as well as providing visitors with appropriate directions and helping them move around the school
2. Open and distribute incoming post, as well as dealing with outgoing post;
3. Answer phones, emails and visitors promptly and ensure students sign in/out of school when required.
4. Assist with first aid where required and with attendance registers.
5. Complete administrative tasks such as filing, photocopying, ensuring that all student records are kept up to date.
6. Assist the Administrative Officer and Personal Assistant with projects and ad hoc tasks, as directed.
7. Ensure the office is kept tidy, always organised and in good order, making sure there are sufficient office resources available.

Note: As a new school, opening September 24, responsibilities and specific duties may be subject to change in the first year of operation.

General Duties and Responsibilities:

1. You will be responsible for upholding our values and ethos and championing the inclusion and belonging of our Academy and Trust communities.
2. You will be responsible for protecting pupils and staff from all preventable harm as per Safeguarding procedures.
3. To participate in the staff support & development program and to undertake training based on individual and organisation needs.
4. To undertake continuing professional development to support our culture of continuous improvement and keep up to date with the skills required to fulfil the role.
5. To comply with all Academy and Trust policies and guidelines as well as legislative requirements. Including education, health & safety and data protection and all staffing policies.
6. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
7. To partake in quality assurance, appraisal and monitoring and meet minimum relevant occupational standards.

8. To undertake any other duties commensurate with tier as may be reasonably requested.

Please note:

This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.

It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems and enhance the effectiveness of the role.

Line manager's
signature: _____

Date: _____

Postholder's
signature: _____

Date: _____

PERSON SPECIFICATION		Application	Interview	Shortlisting
Tier of Role: Practitioner				
Qualifications and Training				
1.	English and Maths Level 2/ GCSE A-C grade 4 or above.	✓		6
2.	Level 3 qualification would be an advantage.	✓		4
Experience				
1.	Previous relevant work experience of working in an administrative role.	✓	✓	6
2.	Experience of working with children or in a customer service role and advantage.	✓	✓	4
3.	Experience of working on own initiative.	✓	✓	4
Skills and knowledge				
1.	Basic numeracy and literacy skills.	✓	✓	4
2.	Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.	✓	✓	
3.	Basic IT skills; use word and email.	✓	✓	4
4.	Good communication skills.	✓	✓	6
5.	Good organization skills, managing tasks and job lists.	✓	✓	6
6.	Competence in administrative IT e.g. Microsoft packages, email and ability to learn.	✓	✓	6
7.	Ability to manage day-to-day challenges and adapt routines and schedules as required	✓	✓	6
Personal Qualities				
1.	Act with honesty and integrity at all times.	✓	✓	6
2.	Commitment to promoting the ethos and values of the school and trust.		✓	6
3.	Ability to work well as part of a team.	✓	✓	6

4.	Maintain confidentiality at all times.		✓	6
5.	Commitment to inclusion, safeguarding and equality.	✓	✓	6

Advice to candidates

This post is subject to an enhanced disclosure from the Disclosure and Barring Service.

In completing your application, please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

- 6** Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.
- 4** Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.
- 2** Other relevant -. It would be great if the candidate had but is not expected to be shortlisted.

Failure to meet all the minimum/critical criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.

Please be aware should we have a large number of applications for any of our roles we may complete the shortlisting of candidates based on the minimum/critical criteria only.