

Job Description:

Administration Officer



JOB DESCRIPTION:	Administration Officer
RESPONSIBLE TO:	Headteacher
JOB PURPOSE:	To provide routine administrative and financial support to the Headteacher, teaching and support staff within the schools of QUEST. As an employee within QUEST, staff may be required to work at any school within the Trust.
LIAISING WITH:	Chief Executive Officer, Chief Finance Officer, Trust Business and Operations Officer, Trust Finance Officer, teaching and support staff, Local Authority staff, Diocese, DfE, external agencies
SALARY SCALE:	QUEST Grade C, points 5-8
DBS DISCLOSURE LEVEL	Enhanced

Professional Responsibilities

School Ethos

Work with colleagues in creating, inspiring and promoting excellence at all levels.

Uphold the culture and ethos of the Trust, ensuring school environments for teaching and learning that empower both staff and children to achieve their highest potential and be their best selves.

Attend and participate in events intrinsic to the daily life of the schools and Trust, celebrating success at every opportunity.

Actively support the Trust's policies relating to equality and diversity, inclusion and safeguarding, health and well-being, confidentiality and social networking.

Key Responsibilities

- To be a positive public 'face' and 'voice' of the school and Trust
- To undertake a range of administrative, financial and IT based tasks including tasks relating to the use of school premises if required
- To organise and co-ordinate supply cover as directed by senior teaching staff.
- To take notes/minutes of meetings as required and act as Clerk to the school's Local Governing Body
- To produce a range of financial and attendance data and provide reports as required.
- To maintain and update manual and computer records/returns and management information systems and to manage, input & extract data/information to produce relevant reports as requested.
- To maintain stationery and consumables for the whole school to include ordering equipment as required in line with ordering procedures
- To undertake reception duties and to respond to general enquiries from staff, visitors and parents upholding safeguarding and health & safety responsibilities
- To maintain and collate registers, pupil/student reports and any other information as required
- To ensure absences are recorded and to co-ordinate issues relating to attendance in line with legal requirements and to deal with any related queries.
- To provide postal support including collection and delivery.
- Assist in effective marketing of the school and Trust
- To arrange and schedule visits to the school from outside agencies as required.

- To undertake pupil/student first aid/welfare duties including liaising with parents/carers and staff.
- To always uphold excellent standards of customer service including participation in school events outside of working hours.
- To ensure effective communication with colleagues.
- To follow agreed schedule of priority tasks to agreed deadlines and respond in a timely and flexible manner to incidental occurrences in school.
- Uphold the Trust's digital strategy
- To sign and uphold the Trust's Code of Conduct and ensure confidentiality is always maintained.
- Maintaining a secure, healthy and risk-free environment for students, staff and visitors.
- Embrace and actively take part in CPD, fulfilling obligations to maintain and continue professional development in line with the Trust expectations.
- To commit to the specified number of hours of professional development each year and have drive and passion to evolve and improve as a committed staff member.
- Take a shared responsibility for your own continuing professional development by participating in a range of appropriate professional development opportunities.
- To participate in the staff performance management process in accordance with the Trust's policy and be responsible for self-motivation towards agreed targets.
- Contribute to the overall ethos/work/aims of the Trust and its schools including participation in school events outside of working hours.
- To contribute to the development of relevant policies and procedures.
- To be a positive role model at all times.

Recognise own strengths and areas of specialist expertise and use these to lead, advice and support others.

To undertake Health and Safety Training, Paediatric First Aid and Safeguarding Training as per the Trust training cycle.

The job description encompasses the above statements and is not necessarily a comprehensive definition. The post holder should be willing to undertake any other tasks that Senior Staff might reasonably require

QUEST is committed to safeguarding and promoting the welfare of children and young people. Clearance from the Disclosure and Barring Service is required prior to appointment.

Name _____

Signed _____

Date _____

Person Specification: Administration Officer



ESSENTIAL SKILLS/QUALIFICATIONS

- NVQ level 3 in Business Administration or relevant equivalent qualification or willingness to undertake
- Certificate in School Business Management or willingness to work towards
- 3 X GCSE's in English & Maths (Grade C minimum) or equivalent level of qualification

Applicants should be able to demonstrate experience, knowledge and understanding of the following areas relevant to the post:

- Experience of using various IT packages i.e. Word/Excel/Access/Bromcom
- Experience of undertaking a range of administration tasks
- Experience/understanding of a range of general financial processes and procedures
- Experience of using internet, sending/receiving email
- Knowledge of office procedures
- Awareness of the principles of GDPR

Applicants should be able to provide evidence that they have the following necessary skills and abilities:

- Ability to deliver polite, courteous and efficient customer service
- Good communication skills to deal with adults and children
- Ability to use initiative to respond to and resolve problems
- Ability to work in accordance with the Trust's Safeguarding and H&S policies
- Organisational skills to provide administrative support to meetings and other events i.e. Minute taking
- Ability to work effectively individually or as part of a team
- To show commitment to sustain excellent attendance at work
- Ability to prioritise own tasks and those of others
- Experience of supervising other staff
- Ability to organise, lead and motivate a team
- Commitment to and participation in the wider life of the schools and Trust
- Willingness to be flexible and adaptable as determined by the needs of the schools and the Trust
- Excellent timekeeping
- Ability to work under pressure meeting strict deadlines and exercising attention to detail
- Legally entitled to work in the UK

DESIRABLE SKILLS/QUALIFICATIONS

- Experience of working with data to help deduce statistical significance to help devise action plans.
- Previous experience of working with children of a relevant age.
- Knowledge of school related office procedures.
- Knowledge of working within a school setting or learning resource facility.
- ILM or equivalent supervisory experience/qualification.