
Job Description for Administration Officer

Responsible to:	Operations and Support Manager
Based at:	Wingfield Academy
Paid on:	Band F of the Support School Spine
Contract:	Full time, 38 weeks (term time plus 2 weeks and all INSET days)
Hours:	Monday to Thursday 07.30 – 15.30 Friday 07.30 – 15.00

OVERALL PURPOSE OF THE POST

To ensure efficient and effective continuity through the coordination and arrangement of appropriate cover for staff absences.

To provide confidential support and administrative assistance, carrying out a full range of secretarial and administrative duties and ensuring the efficient and effective running of the administrative arm of daily business.

To provide administrative support and assistance to the Senior Leadership Team as and when required.

The role requires high-level communication skills, teamwork and collaboration. You will need to be able to work under pressure, planning and prioritizing work to a consistently high standard whilst maintaining an attention to detail.

MAIN DUTIES

Cover

- Cover diary management – ensuring staff check cover availability prior to completing leave of absence form.
- Organising cover for staff sickness absence/planned absence.
- Liaising with supply agencies to ensure the appropriate level of cover is obtained.
- Ensuring that cover work is received in order to distribute to Cover Supervisors/supply staff.
- Reporting to the Headteacher on a half termly basis as and when required.
- To ensure that all administrative duties, checks, documentation, reports and returns (internal and external) are completed accurately and submitted within required deadlines.
- To take minutes for meetings as directed by the Senior Leadership Team, preparing papers prior to meetings and recording/circulating any decisions and/or action points in a timely manner.
- To represent the Academy in a professional manner when communicating and liaising with people both outside and inside the Academy environment.

Administrative Support to the Deputy Headteachers/Core Senior Leadership Team

- To provide full diary management for the Deputy Headteachers.
- To arrange/provide a confidential complete secretarial/administrative service to the Deputy Headteachers including call handling where appropriate, organisation of travel and hotel arrangements and liaison with external agencies and parents.
- To arrange/provide a confidential word-processing service, creating documents, producing briefing papers, reports and presentations.
- To ensure that all administrative requests are completed accurately and submitted within required deadlines.
- To source best value products as requested by the Senior Leadership Team and process purchase orders using the Sage finance system in accordance with organisational procedures.

- To minute meetings as requested by Deputy Headteachers, preparing papers prior to meetings and recording any decisions and/or action points circulating in a timely manner.

Support to the Advisory Group

- Liaise with the Trust Governance Manager on governance matters to ensure a consistent Trust approach. Taking advice from the Trust Governance Manager to enable proceedings to be conducted in accordance with the articles of association, scheme of delegation, statutory and legislative requirements and procedural best practice.

Support and facilitate all Advisory Group meetings. This will include:

- Sending meeting invitations
- Distributing agendas
- Requesting, collating and uploading papers
- Arranging facilities
- Attending meetings, taking minutes and recording actions
- Recording attendance to ensure all meetings remain quorate
- Giving advice on procedure as necessary or taking advice from the Trust Governance Manager where appropriate.
- This will involve evening work up to four times per year.

Academy Calendar and other duties

- To prepare the academy calendar in liaison with the appropriate members of the Senior Leadership Team.
- To ensure the Academy Calendar is produced and maintained in a timely and effective manner and updated on Sharepoint throughout the year.

Administration and Whole School Support

- As part of the administration team, provide administrative support for the senior leadership team and curriculum areas as required including letters to parents/carers, producing documents etc.
- Use of various software packages including Microsoft Office, Bromcom and School Cloud etc.
- Contact parents/carers and other external agencies as required.
- Effectively deal with general calls to the Academy, triaging and re-directing as necessary.
- Attendance and support at after school events within contractual hours.
- Provide cover to allow the Academy's Reception to be open at key times during academic holidays within contracted hours.
- Provide cover and support for the receptionist during busy periods, lunchtimes and periods of absence.
- Provide cover and support for the reprographics function of the academy during busy periods and absence.

General

- To be an effective and flexible member of the administration team, contributing to the successful adherence to Safeguarding Policy.
- To uphold the Academy policies and procedures at all times.
- Be aware and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Participate in the Academy's appraisal process.
- To represent the Academy at events as appropriate.
- To support and promote the Academy ethos.
- Carry out break/lunch duties to supervise students as required.
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post.

This job description is subject to amendment, from time to time, within the terms of your conditions of employment, but only to the extent consistent with the needs of the Academy/Trust, and only after consultation with you.

Person Specification for Administration Officer

There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Relevant Experience	<ul style="list-style-type: none"> • Experience of using computerised administration systems. • Experience of working in an administrative role. • Experience of maintaining efficient electronic and manual filing systems. • Experience of minuting meetings to a high level. • Experience of using Microsoft Word and Excel to an intermediate level. 	<ul style="list-style-type: none"> • Previous experience of academy governance. • An understanding of the legal requirements for record management.
Education and Training	<ul style="list-style-type: none"> • Excellent standard of English and written communication. • Willingness to undertake further training relevant to the post. • Good level of IT skills. • Excellent word processing skills. 	
Special Skills and Knowledge	<ul style="list-style-type: none"> • Customer service/care approach to work. • Attention to detail/accuracy. • Good problem-solving skills. • An understanding of how to handle sensitive information of a confidential nature. • The ability to behave in a corporate way, communicating and promoting the Trust's vision and values to staff, stakeholders and partners etc. • The ability to handle pressure, to prioritise tasks and to meet deadlines. • Excellent organisational and time management skills. 	<ul style="list-style-type: none"> • Knowledge or previous experience of education legislation, guidance and legal requirements.
Personal Skills and Qualities	<ul style="list-style-type: none"> • Ability to communicate at all levels (both internally and externally). • Ability to work effectively as part of a team but also to work using your own initiative. • Openness to change and innovation. • Excellent personal and organisational skills. • Ability to deal with matters of a confidential nature. 	
Additional Factors	<ul style="list-style-type: none"> • Ability to cope with unexpected situations. • Enthusiasm and commitment for the post. • A commitment to equality, safeguarding, and health and safety. • Flexible approach to work – ability to work early mornings/late evenings when required and to move across sites in the Trust when required. 	

All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the Trust procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the Trust as relevant to their role.

The post holder's duties must at all times be carried out in compliance with the Trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety Act. All staff are expected to support the achievement of the Trust's vision and strategic objectives and to demonstrate its values through their behavior.