**Job Description: Admin Officer**

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| **Post Details** |  |
| **School/setting:** | Christchurch Junior School |
|  **Post type:** | Support Staff  |
| **Grade/Pay Level:**  | Grade 6 |
| **Responsible to:** | School Business Manager |

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| **Main Purpose** |
|  To provide efficient administrative support, to ensure compliance with the Local Authority, Twynham Learning MAT and the School administrative and reporting requirements, including undertaking manual and computer data entry/extraction and other administrative duties |

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| **Duties and Responsibilities** |
| * To ensure the provision of a comprehensive administrative/clerical and secretarial service, under the direction of the Headteacher or School Business Manager.
* To act as a link between the administrative/clerical and secretarial team and the SBM over all issues relating to the work of the school office.
* To carry out a wide range of administrative duties, to include computer data entry/extraction, writing formal reports and letters for a range of audiences, taking accurate minutes of meetings and proof reading documents for grammar, punctuation and spelling.
* To carry out daily contact by telephone/face to face, with the Headteacher/staff/pupils, parents and other visitors to the school.
* To liaise with the caretaker to ensure prompt movement of deliveries to the school.
* To frequently deal with non-routine queries and forwarding matter to appropriate staff where necessary. The nature and level of intervention and the referral of problems to senior staff will depend upon personal judgment within any guidelines and policies issued by the school.
* Occasionally processing heavy loads of incoming/outgoing mail i.e. parcels
* To monitor the school office email account, responding to queries or forwarding to appropriate members of staff within a timely manner.
* To help with the maintenance of the Single Central Record.
* Carry out pre-start checks & seek references for volunteers applying to the school.
* To provide administration support to the SENDCo to include overseeing the paperwork associated with EHCPs.
* Managing outside agencies coming into school and liaising with class teachers
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| **Safeguarding Duties and Responsibilities** |
| * Promoting and safeguarding the welfare of children and young people in accordance with the school’s Safeguarding and Child Protection policies.
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| **Twynham Learning Attributes for all Staff** |
| * Ambition for excellence
* Professionalism
* Humility
* Championing change
 | * Inclusiveness
* Positivity
* Community-mindedness
* Being collaborative
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| **Personal Attributes** |
| **Essential:*** Minimum of 5 GCSEs Grade 9-4 (A\*-C), to include English and mathematics or equivalent office experience/vocational qualifications
* Relevant experience of administrative and office work
* A high degree of accuracy and attention to detail
* The ability to be flexible and work as part of a team
* A willingness to undertake further CPD
* The ability to prioritise workloads and meet deadlines

**Desirable:*** Experience of working in a school office environment or similar
* Proficient in Microsoft applications including Word, Excel, Publisher, PowerPoint and Teams
* Experience of Management Information Systems used in schools e.g. Arbor
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| **Other Duties** |
| All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the Trust. The particular duties and responsibilities may vary from time to time. |

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| **Notes** |
| * This job description may be amended at any time in consultation with the postholder.
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| **Key to Acronyms Used/Glossary of Terms Used in this Job Description** |
| SBM = School Business ManagerCPD = Continued Professional DevelopmentArbor = our Management Information System | SENDCo = Special Educational Needs & Disability Co-ordinatorEHCPs = Educational Health Care Plans |