

# JOB DESCRIPTION

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|------------------------|--|-------------------------|--|
| <b>Position Title:</b> | <b>Administration Officer- General</b> |                         |  |
| <b>Reports to:</b>     | <b>Administration Manager</b>          | <b>Cost Centre:</b>     |  |
| <b>Department:</b>     | <b>Administration</b>                  | <b>Job Code:</b>        | <b>Full-time (37 hours per week), Term-time + 10 days' holiday working</b> |
| <b>Location:</b>       | <b>Furness Academy</b>                 | <b>Evaluated Grade:</b> | <b>NJC 18 - 21</b>   |

## 1. JOB PURPOSE:

Under the guidance of Administration Manager, be responsible for undertaking administrative and organisational processes within the Academy. Assist with the planning and development of support services.

## 2. ACCOUNTABILITIES:

### Organisation

- Operate the telephone system, taking and delivering messages, dealing with simple and complex queries.
- Contribute to the planning, development and organisation of support service systems / procedures / policies.
- Cover for reception when required.

### Administration

- Manage manual and computerised record/information systems.
- Undertake typing and word-processing, photocopying, filing, faxing and complex IT based tasks.
- Provide administrative and organisational support to other staff. This may include working with a Subject Leader in another area of the Academy.
- Undertake administration of complex procedures.
- Occasionally take notes at meetings.
- Assist with efficient and accurate filing, including archiving, or electronic and paper records.
- Maintain, produce, collate and distribute reports as directed.
- To provide general administrative support and reception duties, including bulk photocopying, occasionally in the absence of colleagues, and/or at the direction of the Administration Manager.
- To administer first aid as and when required.

### Specific Tasks to be taken from below as arranged with the Administration Manager:

- To personally provide a full, confidential, efficient standard of administrative support to the Assistant Headteachers, including diary management, organisation of meetings, minute taking, writing and issuing correspondence, and undertaking research.
- To ensure the Assistant Headteachers are briefed for all meetings with relevant correspondence, documents, presentations and data, in a timely manner.
- To provide administrative support in respect of the production of handbooks, calendars, students and staff planners.
- To provide administrative support for the transition process, and in particular, to the Assistant Headteacher, Head of Year 7 and Progress Leader.
- To provide administrative support for the Academy rewards system.
- Stationery and stock control, including the ordering of stationery items under the direction of the Administration Manager.
- To provide administrative support for the efficient and daily dispatch of outgoing mail.

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- Administration of student support services, including exclusions, inclusions, on calls, behaviour management, to include the detention register, SEN, bullying database, CAFs, TACs, LACs, child protection.
- To provide administrative support for SIMSInTouch.
- To provide administrative support for middle leaders, including heads of year and subject leaders.
- To provide administrative support for parents' evening arrangements.
- To organise lost property and deal with student queries on a range of issues, including lack of equipment, incorrect Academy uniform, timetables, etc.
- To provide administrative support for Academy events.
- To provide administrative support to the SENCo, to include collation and distribution of paperwork, particularly for reviews and the creation of student passports, and during transition.
- To receive and appropriately deal with all incoming electronic communications to the main Academy e-mail address and to use own judgement to redirect appropriately.
- Oversee student archives, including the storage and retrieval of information.
- Assisting with the timetabling process, involving allocation of students to classes and associated paperwork.

## Resources

- Operate relevant equipment/complex ICT packages.
- Provide advice and guidance to staff, students and others.
- Undertake research and obtain information to inform decisions.

## General

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Academy.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Occasional attendance at meetings outside normal hours.

## Development

- Take responsibility for own ongoing personal development and growth of expertise.
- Participate in training and other learning activities and performance development as required.
- Train and develop other employees, for proper succession planning and risk management.
- Other duties and responsibilities as requested by the Headteacher.

## 3. QUALIFICATIONS, EXPERIENCE, & SKILLS:

### Qualifications:

#### Essential

- NVQ 2 or equivalent qualifications or experience in relevant discipline
- GCSEs including English and Maths at grade C or above
- Current first aid certificate or a willingness to undertake qualification

#### Preferred

- Formal ICT qualification
- Evidence of further training in Academy-based support
- Professional qualification in data analysis or similar

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## **Previous Experience:**

### Essential

- Experience in Microsoft Office applications and SIMs
- Experience of development, management and operation of administrative systems
- Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation
- Knowledge of student registration regulations

### Preferred

- Experience of development, management and operation of administrative systems in an Academy-based setting

## **Job Specific Skills:**

### Essential

- Very good numeracy/literacy skills
- Excellent verbal and written communication skills
- Effective use of ICT and other specialist equipment/resources
- Very good ICT skills
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding Academy roles and responsibilities and your own position within these
- Ability to self-evaluate learning needs and actively seek learning opportunities

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## 4. JOB DIMENSIONS:

### Managerial & Supervisory Accountability

- None

### Financial Accountability

- None

|                                    |                        |   |                          |   |
|------------------------------------|------------------------|---|--------------------------|---|
| <b>Number of Staff Supervised:</b> | <b>Direct Reports:</b> | 0 | <b>Indirect Reports:</b> | 0 |
|                                    | <b>Total:</b>          | 0 |                          |   |

## 5. APPROVALS:

|                     |  |             |  |
|---------------------|--|-------------|--|
| <b>LINE MANAGER</b> |  | <b>Name</b> |  |
| <b>Signature</b>    |  | <b>Date</b> |  |
| <b>HEADTEACHER</b>  |  | <b>Name</b> |  |
| <b>Signature</b>    |  | <b>Date</b> |  |
| <b>EMPLOYEE</b>     |  |             |  |
| <b>Signature</b>    |  | <b>Date</b> |  |