

Job Description & Person Specification

Job Title:	Administration Officer
Service / Provision:	Churchward School
Job Family:	Support Staff
Line Manager:	Office Manager
Salary Grade:	Grade B 1 – 5
Annex:	Please ensure you refer to Annex 1 with this job description

To support the administration team and carry out administrative duties - reporting to the Office Manager, supporting the Headteacher and Senior Leadership Team (SLT).

Key accountabilities, duties and responsibilities

Administration

- Support with recording of all children and young people's (CYP) data
- Undertake routine administrative tasks in support of the Education Provision (EP) administration function including localised finance and operational transportation support
- Support the process of new CYP entering and exiting the school and ensuring all paperwork is completed
- To support the Annual Review process and attend reviews and other high-profile CYP meetings as necessary to provide admin assistance and record notes and actions
- Complete and submit complex forms, returns and ensure records are maintained etc.
- Assist with the planning, monitoring and administration of exams
- Support with ad hoc administrative tasks or ad hoc projects linked to Churchward School
- Undertake additional tasks delegated by the SLT to support the running of the EP
- Provide a confidential secretarial, clerical and administrative service to the Headteacher, members of SLT and Office Manager when required
- Be a key contact when liaising with other external agencies and organisations
- To provide administrative support for the organisation for off site trips and visits
- To undertake duties in support of health & safety including medical processes, first aid and risk assessments

Reception

- Provide cover for the reception desk during opening hours as required
- Undertake reception duties, answering routine telephone and face to face enquiries, maintaining visitor records ensuring the signing in of visitors is in line with safeguarding procedures
- Responsibility to supervise CYP during breaks, predominantly at the start, middle and end of the day as needed
- Maintain a positive and effective working environment

Tasks/duties	Essential skills	Desirable skills
Qualifications & Training	<ul style="list-style-type: none"> GCSE qualifications at grades A - C in Maths and English or equivalent 	<ul style="list-style-type: none"> Qualification in ICT
Knowledge & Experience	<ul style="list-style-type: none"> Good numeracy and literacy skills Be organised, able to follow instruction and work independently. 	<ul style="list-style-type: none"> Have worked in a school environment Used school-based admin software
Skills & Abilities	<ul style="list-style-type: none"> Effective communicator with good inter-personal skills. Be able to work collaboratively as part of a team. Ability to effectively use ICT for a variety of purposes. Aware of time pressures and the need for effective time management. 	<ul style="list-style-type: none"> Ability to identify own training and development needs and participate in on-going training.