



Altwood
Church of England School

Administration Officer

Person Specification: Administration Officer

	Essential	Desirable	How to be tested
Qualification criteria: <ol style="list-style-type: none"> 5 good GCSEs including English and Maths at Grade C or above (or equivalent). Excellent word processing skills – and typing speed at least 45wpm Excellent Microsoft Office & Microsoft publisher or similar skills. Eligible to work in the UK. St John’s Ambulance First Aid or equivalent or prepared to undertake training. 	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>		Application form & evidence
Experience: <ol style="list-style-type: none"> Experience of providing excellent customer service. Experience of providing high quality admin support. Experience of working with children or young people. Experience of working under a pressurised environment with competing deadlines. 	<p>√</p> <p>√</p> <p>√</p> <p>√</p>	<p>√</p>	Application form
Vision and Strategy: <ol style="list-style-type: none"> Vision aligned with Altwood CofE School’s high aspirations and high expectations of self and others. 	<p>√</p>		Interview
Behaviours, Skills and Abilities: <ol style="list-style-type: none"> The ability to enthuse & inspire others and has a ‘can do’ attitude. A passion for and relentless determination that every student develops and succeeds. Excellent listening, communication skills and high levels of emotional intelligence. Strong organisational, prioritising and time-management skills and ability to work under pressure. Resilience and optimism to lead through day-to-day challenges in a busy school environment. The ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to change, improve and develop. The ability to work well under pressure and to be decisive. Ability to use IT systems including databases and Microsoft Office products and produce system reports. Ability to pay attention to detail when completing admin tasks. High levels of honesty and integrity, confidence & self- motivation. Ability to file accurately & maintain a filing system. Ability to record and convey accurate messages. Understanding and knowledge of confidentiality. 	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>		Interview
Other: <ol style="list-style-type: none"> This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children. 			Interview



Administration Officer

Job Description: Administration Officer

Line Manager:	Business Manager
Posts directly supervised:	N/A
Main Purpose of Role:	To secure excellent achievement and progress of all students and to ensure gaps are narrowed by providing high quality, accurate and timely administrative support.
Conditions of Service:	Reference should be made to the TDA publication National Occupational Standards for Support Staff.
Grade and Salary:	Scale 3 Point 5 - 6 £6,987 - £7,127 2 days per week, term time only plus 3 days during school holidays.

Generic Whole School Accountabilities

Achievement and Progress :

- ✚ Ensure all students, including those with SEND, make at least good progress across all of the key stages by supporting students in accessing learning activities by providing accurate and relevant information to the teaching staff, the Leadership Team and the Governing Body.
- ✚ Ensure variations between the progress made by different groups of students or any areas of underachievement including the variation of groups of students is addressed and the achievement gap is narrowed significantly by providing staff with information they require to both challenge and support the leaders of the school.

Teaching and Learning:

- ✚ Promote consistently high expectations of all students and apply whole school policies.
- ✚ Promote and generate high levels of enthusiasm for, participation in and commitment to learning amongst all students.

Behaviour and Safety:

- ✚ Develop and promote effective partnerships with Governors, parents, carers, other staff and students so they are highly positive about the school.
- ✚ Ensure student behaviour is managed by applying a systematic, consistent approach to behaviour management, in line with whole school policy.
- ✚ Take active steps to eradicate all forms of bullying under the guidance of teaching staff.
- ✚ Be aware of what constitutes an unsafe situation and know how to keep themselves and others safe.
- ✚ Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- ✚ Perform duties in line with Health & Safety rules.

Leadership and Management:

- ✚ Demonstrate an uncompromising and highly effective drive to improve achievement, or sustain the highest level of achievement, for all students, over a sustained period of time by providing administrative support.
- ✚ Lead by example and demonstrate passion and ambition for the school.
- ✚ Show resilience and an ability to prioritise and delegate administrative tasks.
- ✚ Employ highly effective strategies to improve achievement and progress by: seeking out and modeling best practice, being open to coaching, dialogue, mentoring and support.
- ✚ Seek regular feedback through line management and be positive and active in team meetings to allow for effective communication and dissemination.
- ✚ Take part in staff appraisal and absence management meetings.
- ✚ Work effectively and positively and with confidentiality with the governing body, the leadership team and all

other staff.

- ✚ Meet the statutory requirements for safeguarding.

Main Duties: Administration Officer

- ✚ To provide excellent, comprehensive and accurate administrative support for departments and any other relevant school functions.
- ✚ To work co-operatively within and outside of their teams to develop and maintain a consistent school approach to policies and procedures.
- ✚ To support learning, teaching and behaviour by producing high quality, effective and efficient administration.
- ✚ To provide a communication link between staff, students and parents using a range of methods.
- ✚ To log and update computerised records relating to students.
- ✚ To ensure that student records are organised & updated & that all sensitive information is stored appropriately.
- ✚ To be responsible for display boards maintenance across the whole school.
- ✚ To provide cover in the absence of other Administrative staff.
- ✚ To set up and administer the arrangements & support for department team activities, assemblies & other relevant events across the whole school e.g. flexi-days.
- ✚ To set up and administer the arrangements for annual photographs, immunisations, and other related items across the whole school.
- ✚ To administer the preparation of high quality administrative teaching resources.
- ✚ To administer department team meetings.
- ✚ To log, student data for teaching staff around patterns of behaviour and achievement.
- ✚ To support booking of parental interviews with associated paperwork for and with Department Leaders.
- ✚ To support with administration of departmental timetables.
- ✚ To support the set up and administration of school events e.g. parents evenings, celebration events, information evenings, 6th form recruitment evening, open evenings and mornings etc. and to attend as required. This includes: booking and setting up venue, signage, brochure/documentation production, rooming plans, organising refreshments etc.
- ✚ To co-ordinate, prepare and contribute to the design, production and maintenance of a range of high quality, professional promotional materials, agreed publications and curricular materials that support teaching and learning and promote effective communication across the school including student and staff planners, handbooks, calendars, booklets, 6th form prospectus' and other operational and promotional materials .
- ✚ To prepare relevant data and information for meetings with parents, governors and outside agencies.
- ✚ To set up and administer the arrangements & support for year and House team activities, assemblies & other relevant events across the whole school e.g. flexi-day, activity week, PSHE calendar, Y11 and Y13 Leavers day,
- ✚ To arrange, administer PEP reviews, CIN reviews, statement reviews and inclusion meetings and organise any necessary paperwork including data and reports.
- ✚ To support, prepare and assist in the celebration and rewards aspects of assemblies.
- ✚ To provide a student reception service for advice & support, signposting, lost property, distribution & collection of letters/information and property brought in by parents, student sickness & any other student queries.
- ✚ To support with the administration of student timetables.


OTHER


- ✚ To attend staff briefings and meetings in accordance with the calendar.
- ✚ To participate in INSET (Professional Development Days) as required.
- ✚ To participate in Staff Appraisals and absence management meetings in line with school policy.
- ✚ To provide First Aid cover on a rotational basis.
- ✚ To undertake invigilation duties as required.

General responsibilities:

- ✚ As a member of support staff contribute to the overall leadership and management of the school and to be proactive in supporting an ethos that recognises and celebrates success and promotes high expectations and aspirations.
- ✚ Contribute to the effective management of the school through the implementation of school policies, code of

conduct.

 Attend meetings relevant to the post.

 Other duties as the Head may reasonably require.

Specific areas of responsibility allocated will be rotated from time to time to provide ongoing professional development and in the light of the changing needs of the school. Any major change in the manner and scope of responsibilities mentioned above will be agreed in negotiation between the holder and the Headteacher.

I have read the Job Description and agree to all the terms and conditions set out. I also agree to comply with all School Policies, Child Protection and Health and Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Leadership Team.

Name:

Signature:

Date: