

## JOB DESCRIPTION

<b>Job Title</b>	Administration Officer	<b>Department</b>	Vale Academy Trust
<b>Reports To:</b>	Primary Head of School	<b>Grade</b>	G6 £22,777 - £24,948 per annum FTE (Actual Salary between £19,535 - £21,397)
<b>Responsible For:</b>	Admin Assistant	<b>Job Type:</b>	Permanent
<b>Hours</b>	Full-time/Part-time 37 hours per week over 5 days 8am-4pm (term time plus 5 days)		

### TASKS

#### Organisation

- Undertake reception duties, answering general telephone and face-to-face enquiries and signing in visitors
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assist in arrangements for school trips, events etc.

#### Administration

- Provide general clerical/admin. support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence
- Maintain manual and computerised records/management information systems
- Produce lists/information/data as required e.g. pupil's data
- Undertake typing and word-processing and other IT based tasks
- Take notes at meetings
- Sort and distribute mail
- Undertake administrative procedures
- Maintain and collate pupil reports
- Undertake routine administration of school lettings and other uses of school premises

#### Resources

- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet)
- Maintain stock and supplies, cataloguing and distributing as required
- Operate uniform/snack/other 'shops' within the school
- Provide general advice and guidance to staff, pupils and others
- Undertake general financial administration e.g. processing orders

### **Responsibilities**

- Be aware of and comply with 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 school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task to be undertaken may not have been identified.

*The Vale Academy Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism. We expect all staff and volunteers to share in this commitment. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory "Disclosure and Barring Service (DBS) Enhanced Check.*

*Shortlisted candidates will be subject to online searches for publicly available information.*

*The Vale Academy Trust is an equal opportunities employer and we welcome applications from a range of backgrounds to represent diversity in line with our schools' communities."*

### **PERSON SPECIFICATION & SELECTION CRITERIA**

Experience	<ul style="list-style-type: none"> <li>• General clerical/administrative/financial work</li> </ul>
Qualifications/ Training	<ul style="list-style-type: none"> <li>• NVQ 2 or equivalent qualification or experience in relevant discipline</li> <li>• Good numeracy/literacy skills</li> </ul>
Knowledge/Skills	<ul style="list-style-type: none"> <li>• Appropriate knowledge of first aid</li> <li>• Effective use of ICT packages</li> <li>• Use of relevant equipment/resources</li> <li>• Good keyboard skills</li> <li>• Knowledge of relevant policies/codes of practice &amp; awareness of relevant legislation</li> <li>• Ability to relate well to children and adults</li> <li>• Work constructively as part of a team, understanding school roles &amp; responsibilities and your own position within these</li> <li>• Ability to identify own training &amp; development needs &amp; cooperate with means to address these</li> </ul>

