



Individual Value; Valuing Individuals

ASFORDBY HILL PRIMARY SCHOOL

Job profile name	Administration Officer
Responsible to	Co-Headteachers
Purpose and key Objectives of the role	
<p>The Administrative Assistant will work collaboratively, under the instruction and guidance of the Co-Headteachers:</p> <ul style="list-style-type: none"> • provide general administrative and financial support to the Academy, maintaining confidentiality at all times. • organise and support administrative systems in the Academy. • maintain information systems to support the smooth running of the Academy. • provide an appropriate reception acting as a first point of contact within the Academy. <p>The key objectives of this role are to work collaboratively with all staff to:</p> <ul style="list-style-type: none"> • act as front of house and communicate with pupils, staff, parents and visitors appropriately. • ensure security protocols are communicated and understood by all visitors at the school. • ensure the office area is tidy and welcoming. • assist with maintaining general order in the school, e.g. clearing lost property. • to assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc. • to assist in arrangements for school trips, events, etc. including catering. • maintain confidentiality when communicating with parents and visitors to the school. • ensure good lines of communication between the office and the rest of the school. • Follow the academy's Safeguarding, Health and Safety and Data Protection systems and standards 	
Role level Overview	
<p>Subject to direction, the role holder will possess some specialised knowledge/skills gained through 'on the job' experience.</p> <p>Asfordby Hill Primary School has a commitment to safeguard and promote the welfare of children and/or young people. We have robust processes and procedures to reduce risk and continuously promote a positive culture of safeguarding amongst our workforce. The post involves working with children and/or young people and applicants will be subject to the school's safer recruitment process.</p>	
Operational Accountabilities	
<p>Administration – to provide an efficient and effective administrative support to the Academy:</p> <ul style="list-style-type: none"> • provide general admin support to ensure the school delivers effective and efficient services. • provide administration support for extended services offered by the academy. • assist with maintaining the Academy website. • ensure academy files are kept accurate and up-to-date, e.g. new intake, copies of academy policies are available on 'Staff Shared' and after school/early club lists. • complete any photocopying, as required. • assist in managing the academy's calendar and schedule appointments and meetings for staff members. • supervise lunchtimes in the hall • assist with the organisation of academy events and trips, including Evolve • maintain an up-to-date and accurate inventory of stock, prepare orders when required and check deliveries against delivery notes. • assist in the collection and recording of various data, e.g. attendance data; FSM; PP; or SEND • carry out the completion of data collections and returns, e.g. the school census and admissions • provide accurate minutes of meetings (eg Governance) and distribute these as necessary, where required. • process and distribute incoming post. • ensure the confidentiality of information is maintained. • carry out other general admin duties as required, e.g. sending out letters; pursue outstanding consents and/or payments 	



Individual Value; Valuing Individuals

Communication – to provide effective and efficient support to the school:

- answer and direct all incoming phone calls.
- monitor the office email and handle queries with warmth, sensitivity and confidentiality.
- act as a first point of contact for parents, e.g. when reporting absences or making complaints.
- follow the school's absence management procedures and record absences.
- contact parents and other community members when appropriate, e.g. when a child needs to be collected due to illness or enquiries as to why absent.
- be aware of the academy's calendar of events so queries from parents and other members of the community can be answered.
- maintain confidentiality when communicating with parents and visitors to the academy.
- ensure good lines of communication between the office and the rest of the academy.

Resources – to provide effective and efficient support to the development of resources:

- operate and process relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet, Arbor, AVCO, Egress, Government and Local Authority services).
- supporting stakeholders in the use of software at the academy.
- provide general advice and guidance to staff, pupils and others.

Responsibilities – to contribute to the overall Academy's achievement of its objectives.

- have high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement. Treating pupils consistently with respect and consideration and being concerned with their development as learners.
- 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 academy.
- appreciate and support the role of other professionals at the academy.
- attend and participate in relevant meetings as required.
- participate in training and other learning activities and performance development as required.
- undertake any other duties as appropriate to the post's grade as requested by the Co-Headteachers.

Knowledge and applied skills

- excellent interpersonal skills.
- excellent IT skills.
- experience of managing management information and other systems in educational establishments

Additional Role Information

- To be a role model for the standards of behaviour for staff and pupils at the academy.
- To have excellent communication skills.
- To have confidentiality and data protection awareness.
- To have experience of working in an education establishment. To be experienced at working under pressure.



Individual Value; Valuing Individuals

Attributes	Essential	Desirable	Method of Assessment
Educational Attainment	<ul style="list-style-type: none"> NVQ Level 2 or equivalent Excellent Literacy and Numeracy skills 	<ul style="list-style-type: none"> Safeguarding training Data protection training Additional qualifications and training 	<ul style="list-style-type: none"> Application form Certificates
Work Experience	<ul style="list-style-type: none"> Experience of working in an administrative role in school / academy Experience of working with IT systems such as Arbor, Excel, Microsoft Office Handling confidential information 	<ul style="list-style-type: none"> Experience of working in schools, with systems such as Capita SIMS or Finance 	<ul style="list-style-type: none"> Application form Interview References
Knowledge/ Skills/ Aptitudes	<ul style="list-style-type: none"> Excellent inter-personal skills Excellent IT skills Good organizational and time management skills Knowledge of relevant policies/codes of practice and awareness of relevant legislation Ability to work independently and as a member of a team Reliable, discrete and confidential 	<ul style="list-style-type: none"> Effective planning and time management skills Knowledge of education policies and procedures. First Aid at work certificate 	<ul style="list-style-type: none"> Interview References
Disposition	<ul style="list-style-type: none"> Commitment and vision towards providing effective and efficient administrative support to the academy Able to form good relationships with children, parents/carers and staff A desire to work with parents/carers and to promote the academy within the community Commitment to training and self-development Flexible and dynamic approach to work Committed to the principles of equality and diversity 	<ul style="list-style-type: none"> Able to work in an imaginative and innovative way 	<ul style="list-style-type: none"> Interview References
Circumstances	<ul style="list-style-type: none"> Enhanced clearance from the Disclosure and Barring Service. 		<ul style="list-style-type: none"> CRB check Application form