

Office Administrator

Job Description

Post title:	Office Administrator
Reports to:	School Operations' - Associate Assistant Headteacher
Location of the post:	HCAT The Marvell College
Grade:	4

Main Purpose of the Post

To provide an efficient, high quality, responsive and confidential administrative service to The Marvell College and contribute to the College by working flexibly as a member of the team.

Roles and Responsibilities

1. To promote and safeguard the welfare of children, young people and/or vulnerable adults.
2. To be responsible for the quality of all general administrative work in the college, to ensure it is consistently and professionally presented.
3. To develop and implement new administrative systems.
4. Provides a comprehensive, efficient and confidential administrative service for the Senior Leadership Team, Learning Managers, Teachers and Support Staff, responding in an efficient and effective manner to queries and questions.
5. Ensuring that all records held in the academy main office and college offices are secure and compliant with data protection requirements. To check data protection laws are being adhered to in relation to the storage of data.
6. Produces a range of documents including letters, reports, certificates, statements and other correspondence as requested, using a full range of IT packages (e.g. Microsoft Outlook, Word, Excel, PowerPoint).
7. To support the provision of adequate and appropriate internal and agency supply cover for teacher absences, taking account of teaching commitments, specialism's timetable weightings and budget, to maximise the effectiveness of the cover.
8. To support senior leaders with marketing for the college, e.g. advertising, publications, website and social media accounts.

9. Organises and attends complex meetings, preparing agenda, takes, produces and circulates minutes as appropriate, distributes correspondence as requested, using a full range of IT packages, e.g. Microsoft Outlook, Word, Excel, PowerPoint.
10. Analyse and evaluate data/information and produce reports/information/data analysis as required.
11. Prepares and circulates the schools weekly publications.
12. To provide reception, student services and reprographics cover as required.
13. Prioritise and manage workload, working independently, accurately and with initiative in order to commence tasks and complete projects within deadlines/targets as requested.

Responsibility

1. Responsibility for Staff:

None.

2. Responsibility for Customers/Clients:

The post-holder is responsible for maintaining good relations with Staff, Parents, Governors and HCAT Trust Officers.

3. Responsibility for Budgets:

None.

4. Responsibility for Physical Resources:

Responsible for necessary and appropriate equipment. Maintenance of an efficient working environment including filling and housekeeping systems.

Contact with children

This post involves contact with children in a school setting and has safeguarding responsibilities.

Contacts and Reason for the Contact:

1. Within the School

Communicates with Headteacher, Leadership Team, Finance Manager, Governors, Teaching Staff, Support Staff, HCAT Trust Officers and Visitors.

2. Within the Trust

HCAT schools

3. With External Bodies to the Academy

None.

Risks to health

Physical demands – low risk

Working conditions – moderate risk of people related behaviour when covering reception

Emotional demands – low risk

HCAT are committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 so is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.

HCAT provide front line services, which recognise the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with HCAT Policies and Procedures.

HCAT requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.

HCAT requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.

The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the school, as your employer and you as an employee. In addition to the schools overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the school's Health and Safety policy.

Person Specification

The person specification should be agreed in advance of the advert being placed and should specify criteria that will be used to decide the best candidate for the post. The selection process should be designed to test all of the requirements including questions, tests, presentation etc.

CRITERIA - headings and details for this post	ESSENTIAL	METHOD OF ASSESSMENT*	DESIRABLE	METHOD OF ASSESSMENT*
QUALIFICATIONS	GCSE's (or equivalent) in English and Maths. NVQ 3 or equivalent qualification or experience in relevant discipline.	C C		
EXPERIENCE	Significant experience in the management and operation of financial and administrative systems Experience of working under pressure and to tight deadlines Experience of working in a team	AF, I, R AF, I, R AF, I, R	Experience of data analysis. Experience of using SIMS Experienced in the preparation and submission of reports to management / committees Experience of taking, preparing and circulating minutes of meetings	AF, I AF, I AF, I, R AF, I, R
KNOWLEDGE	A knowledge and commitment to safeguarding and promoting the welfare of children and young people. Knowledge of SIMS, Microsoft Office	AF, I, R AF, I, R		

	Working knowledge of school policies and codes of practice	AF, I, R		
SKILLS	<p>Motivation to work with children and young people and/or vulnerable adults.</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</p> <p>Good written and verbal communication skills. Good negotiation skills.</p> <p>Able to work with a range of ICT packages; has well developed spreadsheet and word processing skills.</p> <p>Strict confidentiality – a high degree of confidentiality and discretion is required.</p> <p>Accurate and well organised approach to work using initiative to plan/prioritise work, especially when facing a number of conflicting deadlines.</p>	<p>AF, I, R</p> <p>AF, I, R</p> <p>AF, I, R</p> <p>AF, I</p> <p>AF, I</p> <p>AF, I</p>		
PERSONAL QUALITIES	<p>Ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people.</p> <p>Good interpersonal skills. Able to communicate clearly with students and staff alike.</p>	<p>AF, I, R</p> <p>AF, I</p>		

OTHER REQUIREMENTS	<p>Commitment to continued professional development in both self and others.</p> <p>The post-holder is required to exchange wide ranging complicated or sensitive information to a range of audiences.</p>	<p>AF</p> <p>AF/I</p>		
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*Key: AF=application form; I=interview; T=test; P=presentation; R=references C=certificates