



Hebden Green School

JOB DESCRIPTION: GRADE 4 ADMINISTRATION OFFICER

Job Purpose

To provide accurate and timely administrative, reception and organisational support to the Governing Body, Senior Leadership Team, School Business Manager and other members of the school. To organise administrative functions/systems.

Key Tasks

- Undertake general based administration including a full reception service, word processing, photocopying, filing, collation of information, distribution of mail and diary organisation, to ensure efficient and timely information is available.
- Liaise with staff, pupils, parents/carers, visitors and external agencies
- Ensure that all enquiries are handled efficiently and effectively.
- Provide support, advice and guidance on administrative issues to senior staff, governing body and others
- Undertake analysis and interpretation of data, and produce detailed reports and complex information
- Operates bespoke school information management systems
- Maintain school systems to ensure accurate information is available and produce reports and statistical analysis from systems to facilitate management decision making and to meet statutory requirements.
- Maintain recording and information systems
- Undertake analysis and interpretation of data, and produce reports
- Operates bespoke school information management systems
- Produce, and respond to correspondence
- Undertake general based administration, e.g. booking trips, coaches, ordering resources
- Undertake research and obtain information to inform decisions

Individuals in this role may also undertake some or all of the following:

- Monitor service contracts, school licences and insurance
- Contribute to marketing and promotion of the school
- Coordinate, purchase, repair and maintenance of furniture and fittings.
- Manage stocks of supplies and consumables
- 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 equal opportunities for all.
- Be a proactive member of the school team, contributing to the overall ethos / work / aims of the school.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- To perform other duties considered reasonable, that are commensurate with the grading and designation of the post

NOTE:

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job description and changes to it may be amended in light of organisational and service requirements.