



## JOB DESCRIPTION



<b>SCHOOL:</b>	<b>Stoke High School – Ormiston Academy</b>
<b>TITLE:</b>	<b>Office Administrator and Admissions Officer</b>
<b>SALARY:</b>	<b>£28,142 - £29,540 FTE per annum (Grade 4)</b>
<b>HOURS:</b>	<b>37 hours, 40 weeks per annum</b>
<b>RESPONSIBLE TO:</b>	<b>Office Manager</b>

### Vision and Purpose

- Under the instruction/guidance of senior staff, provide general, clerical, administrative and financial support to the Academy.
- Working within the main school office, representing the school as one of the first points of contact for visitors / contacts to the school.
- Be responsible for promoting and safeguarding the welfare of children and young people within the Academy.
- Administer the admissions process for the academy following due process.

### Level Description

#### Job Responsibilities

- Assist with reception duties including greeting visitors, co-ordinating the visitor sign-in system, handling parental, pupils, staff and visitor queries, answering the telephone and receiving deliveries including covering reception in the absence of the receptionist
- Use of various ICT packages (internal and external) for the purpose of maintaining and processing academy business
- Word processing tasks to produce documents including policies, staff bulletins, letters, presentations and newsletters
- Support with trips and record keeping
- Note taking at meetings
- Photocopying of documentation as required
- Create and maintain appropriate filing systems both electronic and paper
- Ensure compliance with GDPR (General Data Protection Regulations 2018) in all aspects of academy business
- To distribute incoming and outgoing post and internal communication
- Assist with whole academy mailings
- Ensure the office area is always tidy, clean, safe and attractive
- Admin support with organising events such as academy productions, open events, parents evening, achievement evening, year 11 prom
- To implement fully and positively the Academy's policy on office procedure
- Filing and archiving
- Checking deliveries and ensuring the relevant paperwork is accurate
- Monitor stationery stocks
- Be aware of emergency, security and safeguarding procedures in accordance with Academy policies
- Use of Arbor
- First aid cover as and when required

- Any other duties as deemed reasonable by the Principal or line manager in order to meet the strategic and operational needs of the Academy
- To be aware of the safeguarding and child protection policy and to follow protocols and guidelines set out in the policy
- To be aware of all school policies and procedures and always comply with these.

#### **Admissions:**

- To liaise with Suffolk County Council regarding in year and year 7 admissions applications including preference numbers.
- Through liaising with other members of staff, process admissions applications.
- To liaise with other schools regarding mid-year joiners
- To maintain accurate admissions spreadsheets.
- To ensure that Arbor is kept up to date regarding student admissions.
- To organise the efficient and effective admission of students into the academy, including arranging timetables, academic choices and pastoral support, as needed.
- To keep SLT and SENCO up to date with admissions information.
- To arrange application packs for late applicants

#### **Key Responsibilities and Tasks**

- Adhere to academy health and safety policy including risk assessment and safety systems.
- Adhere to academy policy on equality and diversity.
- Contribute to the overall ethos/work/aims of the Academy.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings and other academy events as required.
- Participate in training and other learning activities and performance development as required.
- Undertake similar clerical duties commensurate with the level of the post as required by the Officer Manager or Principal.

#### **Support to Academy**

- To maintain confidentiality at all times in respect of Academy related matters and to prevent disclosure of confidential or sensitive information.
- Complete duties/invigilation as requested.
- As directed by the line manager the post holder may also be required to undertake other duties commensurate with the grade in relation to a post of this nature.

#### **Flexibility Clause**

To undertake such duties and work hours as agreed with the Principal and carry out duties as may be required from time to time as detailed by the Executive Principal/Head of School.

#### **Variation Clause**

This is a description of the job as it is constituted at the date shown. It is the practice of this Academy to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the post holder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible, the Principal reserves the right to make changes to your job description following consultation.

## Person Specification

Shortlisting is carried out on the basis of how well you meet the requirements of the person specification. You should refer to these requirements when completing your application.

You should be able to demonstrate that you meet the following criteria:

Qualifications and Training	Desirable (D)/ Essential (E)
GCSEs (or equivalent) in English and Mathematics at Grade C/4 or above.	E
Relevant qualification in administration, finance, or business management (e.g., NVQ Level 3, AAT Level 2, or equivalent experience).	D
Knowledge for implementing a range of administrative procedures, including IT packages and systems	E
Evidence of continuous professional development.	D
<b>Experience</b>	
Experience of using administrative systems in a school or similar environment.	D
Experience providing administrative support within an educational setting or similar environment.	D
Experience in maintaining accurate records and databases, particularly in relation to student records.	D
The ability to handle confidential information with discretion.	E
Experience of Microsoft office products including Word, Powerpoint, Excel.	E
Previous experience using Arbor or similar Management Information Systems.	D
Experience of working with children	D
<b>Knowledge and Skills</b>	
Strong administrative and organisational skills, including record-keeping and data management.	E
Proficiency in IT systems, including Microsoft Office (Excel, Word, Outlook).	E
Ability to manage workload efficiently and prioritise tasks effectively.	E
Understanding of GDPR and data protection principles in handling student and financial records.	E
Ability to work with high levels of accuracy and attention to detail.	E
Knowledge of school funding and financial procedures.	D
Understanding of safeguarding requirements in a school setting.	D
<b>Personal Attributes</b>	
Strong communication and interpersonal skills, with the ability to build positive working relationships with staff, students, parents, and external agencies.	E
Ability to work independently and as part of a team.	E
Professional and confidential approach to work.	E
Willingness to learn and adapt to new systems and processes.	E
Proactive and solution-focused approach to problem-solving.	E
A commitment to continuous improvement and development.	E
A flexible approach to workload and willingness to support wider school functions when needed.	D