



**Manshead
CE Academy**



DIOCESE OF
ST ALBANS
MULTI-ACADEMY TRUST

JOB DESCRIPTION

TITLE: **Administration Officer**

SCHOOL: Manshead Church of England Academy
part of the Dioceses of St. Albans Multi Academy Trust
(DSAMAT)

RESPONSIBLE TO: PA/HR Assistant

GRADE: 3c (Points 6 to 9)

PURPOSE OF POST:

To work as part of the HR team. Manage the administration associated with HR and admissions and provide confidential administrative support in a manner that is consistent with DSAMAT Policy and best practice to meet statutory requirements and agreed service standards. Support the vision, aims and ethos of the academy. This is a key post within the academy, which due to its confidential nature, requires diplomacy and sensitivity, as well as dedication and a highly efficient, organised, flexible and responsible approach.

ORGANISATION CHART:

PA/HR Assistant

Administration Assistant

Responsibilities:

Under the direction of the PA/HR Assistant:

- Provide administrative support across all HR functions, including but not limited to recruitment, induction, contract changes and leavers
- Maintain accurate and up to date Personnel records, ensuring compliance with GDPR, and Data Protection requirements
- Liaise with My New Term, EPM, SCR and the schools EAP Provider as and when required.
- Undertake the administration of pre-employment and safer recruitment checking
- Undertake the organisation and administration of the interview process
- Support with the organisation and co-ordination of academy events
- Support with the administration of admissions, and HR processes, including assembling packs.
- Undertake the completion of SAR requests, including sending confirmation email and request for information from IT.
- Undertake the administration for In-year admissions, including all paperwork, student input on Arbor, conducting interviews and other related administrative tasks.
- General support to PA/HR Assistant
- Ad hoc notetaking

Responsibilities for all Academy Staff:

The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Safeguarding responsibilities for all staff:

- To behave at all times in a manner consistent with the academy's commitment to uphold the highest standards in safeguarding and promoting the welfare of children.
- To complete all training and maintain any qualifications regarding safeguarding which the academy requires.
- To follow the academy's policies and procedures in respect of safeguarding.
- To understand and follow the guidance on how to report any safeguarding / welfare issues that come to your attention, and never to ignore any such issues.

GDPR and maintaining confidentiality responsibilities of all staff:

- To maintain the confidential nature of information relating to the academy, its students and parents / carers, acting in accordance with the Data Protection Act GDPR 2018 at all times.
- Manage online and paper filing systems in line with data protection / GDPR and Records Management Procedures.

Variation upon job description - This job description sets out the duties of the post as at present. Such duties may vary from time to time without changing the general character of the duties or the level of responsibilities entailed. Such variations cannot themselves justify a reconsideration of the grading of the post.

DIMENSIONS:

Supervisory Management:	None
Financial Resources:	None
Physical Resources:	Office equipment
Other:	
Physical Effort:	
Working Environment:	

CONTEXT: All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the Academy Trust Improvement Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

All staff are expected to participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager.

Because of the nature of this Job, It will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, It is essential In making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, If so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions)(Amendments) Order 1986. Therefore, applicants are not entitled to withhold Information about convictions which for other purposes are 'spent' under the provision of the Act, and, In the event of the employment being taken up, any failure to disclose such convictions will result In dismissal or disciplinary action by the Academy. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Disclosures are handled In accordance with the DBS Code of Practice which can be accessed from [Direct.gov.uk](https://www.direct.gov.uk)

'The Academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.'

'CVs will not be accepted for any posts based in schools.'

Person Specification: Administration Officer

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give clear <u>examples</u> of how you meet the essential and desirable criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	The successful candidate will have: Demonstrable work experience in a general office environment.	1,2	The successful candidate may also have: Previous experience of working in the education sector.	1,2
	Experience of using word-processing, spreadsheets, databases and IT packages.	1,2,5	Experience of supporting senior leaders.	1,2
			Experience of MIS / reporting systems used in the education sector and in particular experience of using SIMS or Arbor.	1,2
Skills / Abilities	The successful candidate will have: The ability to communicate effectively at all levels and fulfil all spoken aspects of the role with confidence.	1,2	The successful candidate may also have: The ability to minute take to a high level of accuracy even in large meetings.	1,2
	Demonstrable communications skills with the ability to receive and give accurate information to a wide range of people inside and outside of the academy.	1,2		
	The ability to remain calm and controlled under pressure meeting conflicting demands and deadlines.	1,2		

	<p>The ability to develop constructive working Relationships with staff. whilst Maintaining a high level of professionalism at all times.</p> <p>The ability to check information and maintain accurate and detailed records.</p> <p>The ability to draft reports and letters, reading and comprehending written Information that may not be straightforward.</p> <p>The ability to follow and work within procedures and guidelines.</p> <p>Excellent organisational skills both of own work and that of others with the ability to meet service demands and deadlines.</p> <p>Excellent problem-solving skills and ability to make effective decisions.</p> <p>Have an understanding of procedures and legislation relating to confidentiality.</p> <p>Able to work on own initiative within OSAMAT policy and procedure.</p>	<p>1,2</p> <p>1,2,5</p> <p>1,2,5</p> <p>1,2</p> <p>1,2,5</p> <p>1,2</p> <p>1,2</p> <p>1,2</p>		
Aptitude and Motivation	<p>The successful candidate will:</p> <p>Observe the very highest respect of confidentiality and discretion at all times</p> <p>Be prepared to take ownership of issues and enforce standards with others.</p> <p>Have the ability to work on their own with minimal supervision and direction.</p>	<p>1,2</p> <p>1,2</p> <p>1,2</p>		

	Have the ability to work as part of, and contribute to, a whole-school multi-disciplinary team.	1,2		
Competencies	The successful candidate will		The successful candidate	

	have: The ability to establish rapport and respectful and trusting relationships with adults and young people. An understanding of the importance of safeguarding of Children and the importance of supporting child protection procedures. The emotional resilience in working with challenging behaviors. The ability to solve complex problems. Be proactive. Be professional and customer services orientated.	1,2 1,2 1,2 1,2 1,2	may also have: Working knowledge of GDPR.	1,2
Equality Issues	The successful candidate will have: The ability to identify when discrimination is taking place in service delivery or in the workplace and to take appropriate action where this is identified.	1,2		
Specialist Knowledge			The successful candidate may also have: Experience of using educational sector software information systems e.g.SIMSorArbor.	1,2
Education and Training	The successful candidate will be:			

