

Job Description

Birmingham Diocesan Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment. This post is subject to safer recruitment measures, including a DBS check.

Job Title: Administration Officer

Reporting to Office Manager

Salary: Point 5-10

Overview

Reporting to the Office Manager the Administration Officer will provide administrative support to the School. This will include:

- Providing general administration support to the school, be a part of the school team and support the smooth running of the school;
- Administration of attendance and pupil absence;
- Deal with general queries by e-mail, telephone and in person;
- Deal with correspondence received via email or post;
- Administration of school purchases and the school finance system;
- Administration of medicines in school in line with the Medical Policy;
- Support staff with printing, copying and filing as necessary;
- Support on student recruitment activities and pupil admissions;
- Preparation and maintenance of pupil records through the MIS system;
- Distribution of first aid forms and liaising with parents regarding injuries when necessary;
- Support on administering educational visits;
- Support on communication to the school community;
- Have an understanding of safeguarding, data protection and GDPR;
- Willingness to work flexibly, occasionally outside of normal hours;
- Maintain the confidentiality in the course of undertaking duties;
- Support the overall Christian ethos of the Trust

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for this role.

Core purpose

This postholder will provide clerical, and administrative support to the Office Manager and school to enable the delivery of a professional and efficient and administrative service.

General

As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed. The work of all MATs and schools change and develop continuously which in turn, requires employees to adapt and adjust. The functions/responsibilities above should not therefore be regarded as immutable, but may change commensurate with the grading of the post. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation. Any major changes will involve discussion and consultation, which if wished, may involve a Trade Union/Professional Association representative.



Person Specification

Knowledge/Qualifications and Experience	Essential	Desirable
IT competent and confident using MS Office	*	
Ability to edit and format MS Word documents	*	
Ability to edit and format MS Excel documents	*	
Excellent interpersonal skills and ability to promote effective working relationships	*	
Clear communication skills, written and oral	*	
Excellent organisational skills, with the ability to plan and balance priorities, maintaining high standards while working accurately and effectively	*	
Enthusiastic, motivated and committed	*	
Ability to work as part of a team	*	
A flexible approach	*	
Ability to work in a timely and efficient manner to agreed deadlines	*	
GCSE Maths and English C or above (or equivalent)	*	
Experience of Arbor (Management Information System)		*
Experience of finance administration		*
Willingness to work within the Christian framework of BDMAT	*	