

# Job Description:

## Administration Officer



<b>JOB DESCRIPTION:</b>	Administration Officer
<b>RESPONSIBLE TO:</b>	Headteacher, Head of Business and Operations
<b>JOB PURPOSE:</b>	The administration officer will play a pivotal role in the smooth and efficient running of the school. You will oversee daily administrative operations, manage the administration assistant, and act as a key point of contact for parents, visitors, and external partners. As an employee within QUEST, staff may be required to work at any school within the Trust.
<b>LIAISING WITH:</b>	Chief Executive Officer, Chief Operating and Finance Officer, Head of Business and Operations, Trust Finance Officer, teaching and support staff, Local Authority staff, Diocese, DfE, external agencies
<b>SALARY SCALE:</b>	QUEST Grade C, points 5-8
<b>DBS DISCLOSURE LEVEL</b>	Enhanced

### Professional Responsibilities

#### School Ethos

Work with colleagues in creating, inspiring and promoting excellence at all levels.

Uphold the culture and ethos of the Trust, ensuring school environments for teaching and learning that empower both staff and children to achieve their highest potential and be their best selves.

Attend and participate in events intrinsic to the daily life of the schools and Trust, celebrating success at every opportunity.

Actively support the Trust's policies relating to equality and diversity, inclusion and safeguarding, health and well-being, confidentiality and social networking.

#### Key Responsibilities

Managing the day-to-day- administrative, operational and customer-facing functions of the school.

To be a positive public 'face' and 'voice' of the school and Trust

To maintain and update manual and computer records/returns and management information systems and to manage, input & extract data/information in order to produce relevant reports as requested.

To ensure absences are recorded and to co-ordinate issues relating to attendance in line with legal DfE requirements and to deal with any related queries.

To maintain and collate registers, pupil/student reports and produce a range of attendance data and provide reports as required

Managing data relating to vulnerable pupils

Produce & submit DfE returns such as Schools Census, Staff Workforce Census, Assessment Data Returns

To undertake reception duties and to respond to general enquiries from staff, visitors and parents upholding safeguarding and health & safety responsibilities

Maintain and update the school website in accordance with statutory requirements

Arranging clubs/ trips payments via management information system

To undertake a range of administrative, financial and IT based tasks including tasks relating to the use of school premises if required

To organise and co-ordinate supply cover as directed by senior teaching staff.

To take notes/minutes of meetings as required and act as Clerk as needed.

To maintain stationery and consumables for the whole school to include ordering equipment as required in line with ordering procedures

To provide postal support including collection and delivery.

Assist in effective marketing of the school and Trust

To arrange and schedule visits to the school from outside agencies as required.

To undertake pupil/student first aid/welfare duties including liaising with parents/carers and staff, administering medicine & maintaining records

To uphold excellent standards of customer service at all times including participation in school events outside of working hours.

To ensure effective communication with colleagues.

To follow agreed schedule of priority tasks to agreed deadlines and respond in a timely and flexible manner to incidental occurrences in school.

Uphold the Trust's digital strategy

To sign and uphold the Trust's Code of Conduct and ensure confidentiality is maintained at all times.

Maintaining a secure, healthy and risk-free environment for students, staff and visitors.

Embrace and actively take part in CPD, fulfilling obligations to maintain and continue professional development in line with the Trust expectations.

To commit to the specified number of hours of professional development each year and have drive and passion to evolve and improve as a committed staff member.

Take a shared responsibility for your own continuing professional development by participating in a range of appropriate professional development opportunities.

To participate in the staff performance management process in accordance with the Trust's policy and be responsible for self-motivation towards agreed targets.

Contribute to the overall ethos/work/aims of the Trust and its schools including participation in school events outside of working hours.

To contribute to the development of relevant policies and procedures.

To be a positive role model at all times.

Recognise own strengths and areas of specialist expertise and use these to lead, advice and support others.

To undertake Health and Safety Training, Paediatric First Aid and Safeguarding Training as per the Trust training cycle.

*The job description encompasses the above statements and is not necessarily a comprehensive definition. The post holder should be willing to undertake any other tasks that Senior Staff might reasonably require*

QUEST is committed to safeguarding and promoting the welfare of children and young people. Clearance from the Disclosure and Barring Service is required prior to appointment.

Name \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

# Person Specification: Administration Officer

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## ESSENTIAL SKILLS/QUALIFICATIONS

NVQ level 3 in Business Administration or relevant equivalent qualification or willingness to undertake

Certificate in School Business Management or willingness to work towards

3 X GCSE's in English & Maths (Grade C minimum) or equivalent level of qualification

***Applicants should be able to demonstrate experience, knowledge and understanding of the following areas relevant to the post:***

Experience of using various IT packages i.e. Word/Excel/Access/Bromcom

Experience of undertaking a range of administration tasks

Experience/understanding of a range of general financial processes and procedures

Experience of using internet, sending/receiving email

Knowledge of office procedures

Awareness of the principles of GDPR

***Applicants should be able to provide evidence that they have the following necessary skills and abilities:***

Ability to deliver polite, courteous and efficient customer service

Good communication skills to deal with adults and children

Ability to use initiative to respond to and resolve problems

Ability to work in accordance with the Trust's Safeguarding and health & safety policies

Organisational skills to provide administrative support to meetings and other events i.e. taking minutes

Ability to work effectively as part of a team and individually

To show commitment to sustain excellent attendance at work

Ability to prioritise own tasks and those of others

Experience of supervising other staff

Ability to organise, lead and motivate a team

Commitment to and participation in the wider life of the schools and Trust

Willingness to be flexible and adaptable as determined by the needs of the schools and the Trust

Good timekeeping

Ability to work under pressure meeting strict deadlines and exercising attention to detail

Legally entitled to work in the UK

**DESIRABLE SKILLS/QUALIFICATIONS**

Experience of working with data to help deduce statistical significance in order to help devise action plans

Previous experience of working with children of a relevant age

Knowledge of school related office procedures

Knowledge of working within a school setting or learning resource facility

ILM or equivalent supervisory experience/qualification