



RICKMANSWORTH SCHOOL

JOB DESCRIPTION

TITLE:	Administrative Officer
RESPONSIBLE TO:	Office Manager
GRADE & SALARY:	Salary: H3 Pt 5 - 6 £23,500-23,893 plus Fringe Allowance £988 pro rata Actual Salary: £21,040 to £21,378 per annum including fringe
NOTICE PERIOD:	3 months
HOURS:	37 hours per week (part-time applications welcome) 08:00 to 15:50 (Mon-Thurs) and 08:00 to 15:20 (Fri) (times include a 20 minute unpaid lunch break)
CONTRACT:	Term Time plus 5 days (INSET/Additional days) (0.8592 FTE)
PURPOSE OF THE POST:	To assist in the day-to-day running of the school administrative services and provide support to the Office Manager and Director of Finance and Business Operations.

Admin Duties

- To oversee the school calendar including maintain both school and parent-view calendars, ensuring both are up-to-date and as accurate as possible; and liaise with staff with regards to their calendar event requests
- To act as an Educational Visits Coordinator for Off Site Visits for low to medium risk trips
- To review and assess trip requests and trip planning documentation, maintaining a high degree of scrutiny
- To provide support for the SLT regarding CPD, PDR and Support Staff Appraisals including the maintenance of the professional portfolio of evidence to support the appraisal process
- To work on various projects as agreed and prioritised with the Office Manager and Director of Finance and Business Operations
- To assist with the planning and organising of the new staff induction day
- To provide high level support to the KS4 options programme
- To assist with any start of term administration required including the school website and prospectus
- Provide general and confidential administrative services
- Produce a variety of documents using Google Workspace and Microsoft Office
- Assist with the preparations for school events, projects and functions including open evenings, open days, parent consultations and the staff conference, school awards evening (you will be required to use part of your term time plus hours for the annual Open Evening in September and the annual awards evening in November).
- To undertake any other projects and duties, appropriate to the grade, which may be required as directed by the Headteacher
- Organisation of in-school meetings and events
- Provide any other general administrative services reasonably requested by the Headteacher
- Liaise with staff, students, visitors and external agencies in a professional manner
- Occasional front-of-house reception and administrative duties for both Visitor and Student Reception
- Assist where necessary with the School's reprographics department
- To be flexible to the demands of a busy school
- On a rotation basis to assist the School's support functions and gain an insight into Administration, Premises, Finance, Human Resources and any other administrative roles
- Any other duties as required commensurate with the post and grade

- To attend open evenings, open days, the staff conference, options evenings, new staff induction days and other school events
- Assist with the preparation of administration regarding the start of term
- To assist with the maintenance of the Staff Handbook
- To update the School website with curriculum long term plans
- To assist with the administration of the School Evaluation Form (SEF)
- To update the new student Welcome Booklet and parent and student Trip Booklets as and when required
- To assist the Alumni Coordinator with any administration required
- To assist with any ad-hoc requests from SLT where possible
- To coordinate parent letter process including issuing parent letters, response forms, updating website archiving old documents
- To lead on letters for trips, working with bursars to reconcile consents and attendance as requested. To send parent letters as part of a wider admin team.
- To provide project support to ensure the effective delivery of the School's aims & objectives
- To perform any other duties, including covering the essential work of absent colleagues, commensurate with the grading of the post, as directed by the Line Manager
- Potential to undertake administration and updates on the School's online lettings booking system ("School Hire"), to administer the School's gym membership and to market the School's facilities in order to maximise lettings income in conjunction with the Director of Finance & Business Operations.
- To provide any other general administrative services reasonably requested by the Headteacher

Additional Duties

- Assist with medical first aid emergencies as part of the school's first aid team and hold an up-to-date first aid certificate (Level 3 full day certificate would be an advantage)
- Carry out responsibilities with due regard to the School's policy, organisation and arrangements for Health & Safety at work
- Carry out duties in line with equality and diversity principles and be sensitive to the needs of others, promoting a positive approach to a harmonious working environment
- Promote and safeguard the welfare of children, young and vulnerable people
- Undertake any other duties, appropriate to the grade, which may be required as directed by the Headteacher

Other Duties:

You may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations, it will be necessary to update this job specification from time to time.

This job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed annually and can be added to at the discretion of the Headteacher.

An enhanced DBS check will be required for this post.

The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding, promoting the welfare of children and young people and uphold the values as set out in the School's Equality Policy through promoting equality of opportunity and the elimination of unlawful discrimination.

The belief that every student can and will achieve their very best	E	A
Good organisational skills	E	A/I
Highly motivated and willing to go beyond the confines of the classroom to “give more” to the students	E	A/I
Ability to work to deadlines and manage pressure	E	A/I
Record of good attendance and punctuality	E	A/I
The belief that every student can and will achieve their very best	E	A/I
Good organisational skills	E	A/I
Safeguarding and welfare of the School community:		
The ability to maintain appropriate relationships with all members of the School community	E	A/I
The ability to manage student and colleagues behaviours in a positive way	E	A/I
Be clear on their motivation to work with young people	E	I
Uphold the values as set out in the School’s Equality Policy through promoting equality of opportunity and the elimination of unlawful discrimination	E	A/I