

## Job Description

Job Title	<b>Office Administrator</b>	Department	<b>Administration</b>
Reporting to	<b>Site Coordinator</b>	Grade	<b>4</b>
Hours per week	<b>37.00 during term time</b>		
Hours of Work	<b>Monday to Thursday 8:30am – 4:30pm Friday 8:30am – 4:00pm</b>		

**Summary:** Under the direction/instruction of the Line Manager, provide general clerical and administrative support to the Academy. We are a two-site school and this role will involve working on both sites, so having your own transport will be an advantage.

### TASKS

#### Organisation

- Undertake reception duties, including face to face enquiries and signing in visitors
- Undertake student reception duties, including making and receiving telephone calls and face to face enquiries
- Assist with student first aid, welfare duties, liaising with parents, staff and colleagues
- Support the office team with safeguarding duties

#### Administration

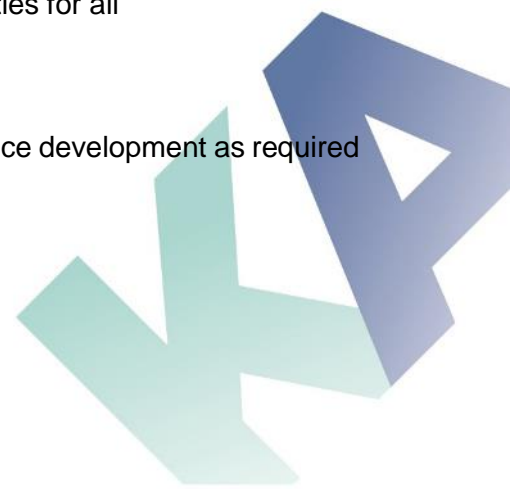
- Provide routine clerical and administrative support e.g. photocopying, scanning, filing, and completing routine forms
- Maintain manual and computerised records/management information systems
- Undertake typing, word-processing and other IT based tasks
- Sort and distribute mail

#### Resources

- Operate office and photocopying equipment e.g. computer, photocopier, laminator
- Arrange orderly and secure storage of supplies

### RESPONSIBILITIES

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the Academy
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- To be prepared to undertake First Aid training



**SELECTION CRITERIA:**

SPECIFICATION (Job Related)	ESSENTIAL
Experience	<ul style="list-style-type: none"> <li>• General clerical/administrative work</li> </ul>
Qualifications/ Training	<ul style="list-style-type: none"> <li>• Induction/basic skills</li> <li>• Good numeracy/literacy skills</li> </ul>
Knowledge/skills	<ul style="list-style-type: none"> <li>• Good understanding and ability to use relevant technology</li> <li>• Keyboard/computer skills</li> <li>• Participate in development and training opportunities</li> <li>• Ability to relate well to young people and adults</li> <li>• Work constructively as part of a team, understanding school roles and responsibilities and your own position within these</li> <li>• Ability to work independently on tasks in hand</li> <li>• Flexibility to work across the Academy, as the need arises</li> </ul>