



JOB DESCRIPTION

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| POST: Senior Administrative Officer | |
| GRADE: Grade 6 (scp 12-17) | |
| RESPONSIBLE TO: Headteacher/ English Hub Senior Team | |
| STAFF MANAGED: n/a | |
| JOB PURPOSE: To provide an effective and efficient administrative service to the Jerry Clay English Hub. | |
| <p>JOB CONTEXT: Managing all elements of the administration for the English Hub, providing an administrative, reprographics, budget monitoring and events organisation service, where excellent organisational skills are essential in order to handle the variety of tasks required to be undertaken.</p> <p>This school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.</p> | |
| ACCOUNTABILITIES / MAIN RESPONSIBILITIES | |
| Operational Issues | <ul style="list-style-type: none"> • Organise the administrative and clerical support to the English Hub senior staff. • Organise and manage the central English Hub records including a number of shared spreadsheets, to provide up to date support for the EH team. • Correspond via email and telephone with Headteachers, Business Managers and other staff at supported schools. • Contribute to the development of administrative policies and procedures • Administer & manage event organisation. • Compile statistical returns for senior management as required. • Be proactive, initiate necessary action and be able and prepared to put forward your own judgements. |
| Communications | <ul style="list-style-type: none"> • Communicate information to the EH team as required. This may include attendance/participation at meetings. • Communicate effectively with other staff, visitors, staff at supported schools, Governors etc. |
| People/Resource management | <ul style="list-style-type: none"> • In conjunction with the EH Finance Lead be involved in monitoring the EH budget. • Input income and expenditure information. • Process orders and invoices |

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| | <ul style="list-style-type: none"> • Participate in training and other learning activities and performance development as required. • Attend staff meetings and training days and management team meetings by agreement with the EH staff |
| Safeguarding | <ul style="list-style-type: none"> • Adhere to data protection legislation • Maintain confidentiality as detailed in procedures • Be responsible for promoting and safeguarding the welfare of children and young people that you come into contact with. • Have an awareness and basic knowledge where appropriate of the most recent legislation. |
| Systems and Information | <ul style="list-style-type: none"> • Be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences. • Share information as appropriate – in writing, by telephone, electronically and in person. • Responsible for ensuring accurate records are maintained and updated as required |
| Data Protection | <ul style="list-style-type: none"> • To comply with the academy's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality. |
| Health and Safety | <ul style="list-style-type: none"> • Be aware of and implement your health & safety responsibilities as an employee and where appropriate any additional specialist or managerial health & safety responsibilities as defined in the Health & Safety policy and procedure. |
| Equalities | <ul style="list-style-type: none"> • We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. • Ensure services are delivered in accordance with the aims of the equality Policy Statement. • Develop own understanding of equality issues. |
| Flexibility | <ul style="list-style-type: none"> • Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with JCA Policies and Procedures. |
| Customer Service | <ul style="list-style-type: none"> • The academy requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. • The academy requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. • Understand your own role and its limits, and the importance of providing care or support. |
| Date of Issue: | June 2021 |

PERSON SPECIFICATION

JOB TITLE: Senior Administrator (Grade 6)

| Essential upon appointment | Desirable on appointment |
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| <p>Knowledge</p> <ul style="list-style-type: none"> • Significant knowledge of office and administrative systems • Knowledge of finance for budget management and checking financial records. • Knowledge of procurement procedures • Have an awareness and basic knowledge of the most recent legislation and the common law duty of confidentiality. | <ul style="list-style-type: none"> • Knowledge of school procedures |
| <p>Experience</p> <ul style="list-style-type: none"> • Experience of the use of a range of IT applications including excellent Microsoft Excel and Word skills | <ul style="list-style-type: none"> • Significant experience in public or private sector finance and administration • Experience of using a finance system and processing invoices • Experience of using online event booking systems and Google forms |
| <p>Occupational Skills</p> <ul style="list-style-type: none"> • Excellent ICT skills and ability to use the keyboard with speed, accuracy and precision • Advanced analytical and statistical skills • Excellent problem solving skills • Ability to work on own initiative • High level of literacy and numeracy skills. • Excellent written and verbal communication skills | <ul style="list-style-type: none"> • Experience of managing a website • Experience of producing newsletters / similar documents |
| <p>Qualifications</p> <ul style="list-style-type: none"> • Level 3 qualification in Business/Finance/Administration or equivalent to evidence in-depth knowledge of administrative, finance and business processes • Commitment to undertake training relevant to post. | <ul style="list-style-type: none"> • Level 4 qualification |
| <p>Personal Qualities</p> <ul style="list-style-type: none"> • Attention to detail, neatness and accuracy • Dependability and reliability • Ability to work successfully in a team • Confidentiality • Ability to prioritise conflicting demands and pressures • Ability to work with a wide range of people | |
| <p>Other Requirements</p> | |

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| <ul style="list-style-type: none">• To be committed to the English Hub / school's policy and ethos.• To be committed to Continual Professional Development.• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.• Enhanced DBS clearance required | |
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