#### English Martyrs Secondary School & Sixth form College

**JOB DESCRIPTION / PROFILE**

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| **POST TITLE:** | **SENIOR ADMINISTRATION OFFICER** |
| **GRADE:** | **BAND 6 (SCP 6-7)** |
| **REPORTING RELATIONSHIP** | **Office Manager** |
| **JOB PURPOSE:** | **Under the direction/instruction of senior staff: undertake a range of general administration duties in the school office and reception.** |
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**MAIN DUTIES/RESPONSIBILITIES**

1. To deal with enquiries by telephone, face to face, and email ensuring that they are dealt with effectively, and efficiently.
2. To undertake reception duties, promoting a welcoming environment and assisting visitors, staff and pupils.
3. To undertake word-processing accurately and in a timely manner as required.
4. Be aware of the school calendar and events, providing logistical and administrative support as required.
5. Provide routine administrative support duties including the transmission of faxes, photocopying, filing, completion of forms, registers etc.
6. To assist with the maintenance of manual and computerised records / management information systems.
7. To support the Headteacher with diary management, organising meetings and cancelling appointments as required.
8. To minute meetings as required.
9. To sort incoming and outgoing mail.
10. To support with school events as and when necessary.
11. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
12. Provide cover / assistance to other members of staff as required.
13. To provide / administer First Aid.
14. To carry out your duties with full regard to the Academy’s Equality Policy
15. To comply with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
16. Any other duties of a similar nature related to the post which may be required as direct by Office Manager, School Business Manager and Headteacher.

**Fluency Duty**

Part 7 of the Immigration Act 2016 creates a duty to ensure that all public authority staff working in customer-facing roles speak fluent English to an appropriate standard.

* “The ability to converse at ease with pupils/public/public bodies and provide advice in accurate spoken English is essential for the post."
* “An ability to fulfil all spoken aspects of the role with confidence through the medium of English.”
* “Be able to conduct a conversation and answer questions, for an extended period of time where necessary.”

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY POLICIES, INCLUDING THE NO SMOKING POLICY.

*THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY* ***ENHANCED*** *DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE AUTHORITY.*

The Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

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**PERSON SPECIFICATION – ADMINISTRATOR LEVEL 1**

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| **ESSENTIAL** | | | | **DESIRABLE** | | |
|  | **Criteria No.** | ATTRIBUTE | **Stage Identified** | Criteria **No.** | ATTRIBUTE | **Stage Identified** |
| **Qualifications & Education** | E1  E2 | 4 GCSEs or equivalent  NVQ Level 2 in Administration, Business or equivalent experience | AF/C  AF/C | D1 | Word Processing/Typing Qualification | AF/C |
| **Experience & Knowledge** | E3  E4  E5  E6 | Previous Administrative Experience at senior level  Knowledge of Data Protection requirements & understanding of confidentiality  Experience of carrying out reception duties in a fast-paced office environment  Experience of establishing and maintaining a range of management information systems, including databases and spreadsheets | AF/I/R  AF/I/R  AF/I/R  AF/I/R | D2  D3  D4 | Awareness of child protection issues  Knowledge and / or experience of First Aid.  Experience of using school management information systems, such as Bromcom and MCAS. | AF/I/R  AF/I/R  AF/I/R |
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| Skills | E7 | Ability to relate well to children and adults | AF/I/R |  |  |  |
|  | E8 | Ability to work successfully as part of a team | AF/I/R |  |  |  |
|  | E9 | Ability to maintain accurate records | AF/I/R |  |  |  |
|  | E10 | IT Literate, capable of using MS Word / Excel and office packages | AF/I/R |  |  |  |
| **Personal**  **Attributes** | E11  E12  E13  E14 | Participate in development and training opportunities  Excellent written and verbal communication skills  Positive outlook with a solution focused attitude  Willingness to support the Christian ethos of the school | AF/I/R  AF/I/R  AF/I/R  AF/I |  |  |  |
|  | E15 | Ability to abide by Academy policies and procedures | AF/I/R |  |  |  |
| **Special Requirements** | E16 | Motivation to work with children | AF/I/R |  |  |  |
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| Key – Stage identified |  |
| AF | Application Form |
| C | Certificates |
| T | Tests |
| P | Presentation |
| I | Interview |
| R | References |
| D | CRB Disclosure |

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references.