

THE HERMITAGE ACADEMY – JOB DESCRIPTION

ADMINISTRATION OFFICER

Permanent Full-time (Term-time) 37 hrs per week

Grade 5 (Pt 18-22: £16,257 to £18,156 term time rate)
Depending on qualifications and experience

Working under the direction of the Principal's PA/Office Manager
and the Director of Finance and Operations, you will:



Team Specific:

- Work effectively as a member of the school office to provide support to key activities as directed by the Principal's PA/Office Manager.
- Establish and maintain good working relationships in contributing to the delivery of an efficient support service.

These are the main duties and responsibilities needed to achieve the job purpose. Concentrate on outputs rather than tasks and use bullet points:

- Deputise for the Principal's PA/Office Manager when required.
- Second Lead person for the collation and maintenance of the Single Central Safeguarding Register.
- Provide a high standard of secretarial and administrative support using computer and word processing skills.
- Provide a point of contact for parents/carers and external agencies when required.
- Responsibility for updating all school policies.
- Liaise with appropriate staff and provide admin support in the organisation of school events e.g. Open Evening, Parents' Evenings, Yr 7 Induction Evening etc.
- Manage the School Admission Module (SAM) in relation to Year 7 intake. Track student admissions, transfers, leavers etc to provide up to date and accurate information for the Principal. Also to liaise with the Admissions Department at County Hall.
- Liaise between school leadership team, teaching staff and support staff when required
- Responsible for the production of detailed reports and information as required.
- Taking minutes of meetings when required.
- Liaise with the PA/Office Manager to produce and respond to correspondence as directed by Principal when required
- Liaise with the PA/Office Manager with regard to the recruitment process and preparation of contracts for support staff, ensuring all safeguarding checks and DBS process is followed.
- Assist in ensuring that the school SIMs databases are up to date at all times.
- Assisting the PA/Office Manager in submission of monthly timesheets for support staff.
- Undertake training to enable you to carry out a range of essential procedures on the school's SIMs Database (e.g. attendance, producing detailed reports, inputting data, CTF files etc)
- Provide support and cover for main reception if and when necessary.
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person to ensure the school complies with all current legislation.
- Participate in training and other learning activities and performance development as required
- Assisting the PA/Office Co-ordinator in ensuring the effective and efficient operation of day to day administrative functions.
- To attend any training courses relevant to the post, ensuring continuing, personal and professional development.
- Role requires working with a team.
- Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude
- Provide pastoral care and support to sick and injured children taking appropriate action as necessary ensuring parents and school staff are fully informed of incidents and accidents.
- To undertake first aid training and be a practising first aider.
- The Post holder may be required to undertake any other duties that are commensurate with the post.
- The post holder has common duties and responsibilities in the areas of:-

Quality Assurance, Communication, Professional Practice, Health & Safety, General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction.