Inspire Partnership Academy Trust

Administration Officer Job Description

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| **Role:** | Administration Officer (Medway Hub) |
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| **Location:** | Medway Hub. The jobholder will primarily be based at one school but will be required to provide cover at other Medway schools according to operational need. |
| **Contract and salary:**  **Reports to:** | Permanent  Term Time Only + 2 weeks (40 Weeks)  37 hours per week  NJC C1 (SCP 6 – 19)  £20,043 - £25,927 (£17,606 - £22,774 pro rata)  Medway Administration Manager |

Purpose of Job

The school administration officer is part of the Inspire Partnership’s operations team. The jobholder will provide an outstanding first point of contact for staff, pupils, parents, stakeholders and visitors. This will be on the phone, face-to-face, through written communications and social media. They will provide a full range of proactive and reactive administrative support and co-ordination services to the school and across the Inspire Partnerships’s Medway schools.

Duties and Responsibilities

**Receptionist**

• First point of contact for receiving and distributing phone calls, diverting & directing callers to relevant people, or taking and relaying messages as appropriate.

• First point of contact for all parents, pupils, staff and visitors. Maintain strict health & safety and safeguarding rules by following procedures; managing visitor logbooks and passes and class passes.

• Managing the school phone system(s), making changes where necessary, keeping all phone lists up-to- date, and ensuring that the information is disseminated amongst the school community.

• Managing the school email system, making changes where necessary, ensuring all details are up-to-date, and ensuring that the information is disseminated amongst then school community.

• Managing internal mail, all incoming post / parcels / deliveries, and all outbound post/parcels/deliveries.

**Office Coordination**

• Organise admission arrangements for all pupils new to the school.

• Input and maintain all pupil records (admission/attendance/behavior/assessment/medical) on the relevant Management Information System.

• To manage all attendance matters including recording daily attendance, contacting parents concerning unreported pupil absences, passing areas of concern to the HSSW, attending meetings with the HSSW and AAP regarding attendance.

• Organise and maintain free school meal records.

• Maintain IT systems, i.e. ParentPay, Schoolcomms etc.

• Maintaining and updating all relevant school-based forms, literature and other documents as required.

• Maintaining and coordinating the school uniform shop, including effective stock control

• Coordinating dinner systems in liaison with the kitchen staff, and ensuring all dinners are paid on time by all stakeholders, dealing with any debt management as appropriate.

• Coordinating the stock and ordering of school supplies.

• Manage the School office, and the immediate corridors, rooms and toilets, including any other areas of first impact, so that they are kept tidy, safe, and clean.

• Carry out any bulk photocopying, printing or mailings.

• Maintain a stock of essential office supplies, resupplying as required.

• Coordinate and oversee the filing of all pupil records.

• Coordinate with the lead First Aider, to ensure first aid supplies and training are compliant at all times.

**School Clubs, Trips & Journeys**

• Under the direction of the Headteacher and Medway Administration Manager, be the lead administrative team member responsible for the co-ordination and management of all school clubs and extended provision, class trips and school/home journeys.

**General Administrative Duties**

• Manage an efficient and effective school filing and archive retrieval system for all pupil data, being mindful of data protection and retention laws as they currently stand and change, communicating such changes to the leadership of the school and advising of any perceived issues that may arise.

• Undertake any generalist administrative and clerical duties as directed by the leadership of the school through letters, reports, and other documentation and the provision of executive support to the senior leadership team.

• Cover similar duties in other Inspire Partnership Medway schools as directed by the Medway Administration Manager.

• Undertake any other duties commensurate within the grade and scope of the post as

determined by the Headteacher and Medway Administration Manager.

Safeguarding

The Inspire Partnership is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. The jobholder will be subject to an Enhanced DBS and Barred List check and be expected to follow all safeguarding policies and procedures

This job description and allocation of responsibilities may be amended following discussion with the Headteacher and Medway Administration Manager and should be reviewed annually.

Person Specification: Administration Officer

**Qualifications**

* Qualified to GCSE level or equivalent
* Right to work in the UK.

**Knowledge and experience**

* Demonstrable office administration/receptionist/customer service experience
* Computer literate, with experience of office and data handling IT systems
* Ability to develop and maintain effective computerised and manual filing systems.

**Personal qualities**

* Drive and enthusiasm for delivering a quality support service that consistently produces positive and demonstrable impact
* Ability to work effectively and accurately, with excellent attention to detail
* Ability to make sound judgements and assess/resolve problems at an operational level
* Professional integrity and resilience
* Calm under pressure and able to manage conflicting priorities
* Experience of working in partnership and collaboration; able to work effectively with a broad range of stakeholders

**Values**

* Personal vision is aligned with the Inspire Partnership’s high aspirations and expectations of self and others
* Genuine passion and a belief in the potential of every pupil.
* Motivation to continually improve standards and achieve excellence

**Other**

* This post is subject to an enhanced Disclosure and Barring Service check