

Mrs Maddie Arnold-Jones
Headteacher

JOB DESCRIPTION - Ifield School/LINK Centre Administrative Officer

NAME:

POST: Ifield School/LINK Centre Administration Officer **SALARY:** Kent Range 5

LOCATION: Ifield Foundation Special School, Sixth Form (LINK Centre), based at North Kent College.

HOURS: Full time, 37 hours per week. Term-time only.

PURPOSE OF JOB

- To provide general administrative support to the school and sixth form under the direction of senior staff.

REPORTING TO:

1. Headteacher
2. Assistant Headteacher Sixth Form Lead
3. Director of Finance & Resources

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Provide administrative, and organisational services to the school, e.g. photocopying, filing, faxing, emailing and completion of routine forms.
- Provide high quality, professional service on the school and sixth form reception desks, providing a professional, positive welcome to all visitors, pupils, students, parents/carers and staff adhering to safeguarding protocols and good practice at all times.
- Logging calls with the North Kent College facilities helpdesk.
- Preparing internal post for daily delivery to school and ensuring daily distribution of internal incoming post from school.
- Liaise with pupils, parents/carers, staff and external agencies, dealing with enquiries by e-mail, telephone and in person efficiently ensuring that accurate information is passed on to relevant personnel.
- Sixth Form attendance registers and first day calling where required.
- Liaising with Ifield Pupil Services Officer on Student Attendance, administration of transition to Sixth Form and KCC Transport.
- Maintain sixth form student files.
- Exams Officer Assistant – liaising, assisting and taking direction from Ifield Management Information Officer.
- Assisting the Ifield Medical Assistant with copying and distributing of student Health Care Plans.
- Producing work experience diaries and work placement yellow books for Learners.

- l) Undertake word-processing and IT based tasks including operation of relevant equipment as directed by members of the Leadership Team.
- m) Provide clerical and administrative support to the Leadership Team including drafting papers/ reports/presentations, research and collating information, filing, photocopying.
- n) Accurately recording staff absence and liaising with Ifield Personnel Officers.
- o) Co-ordinate meetings and room bookings for school/sixth form meetings.
- p) Ensure timely updates of the school and sixth form electronic diaries.
- q) Arrange hospitality for visitors.
- r) Support the Headteacher/Assistant Headteacher Sixth Form Lead in the planning and coordination of special events – parents evening, school fair etc.
- s) Maintain and update manual and computerised records/management information systems.
- t) Prepare orders for authorisation by the Headteacher/Assistant Headteacher Sixth Form Lead for necessary items such as stationary and hospitality provisions.
- u) Handle all sensitive and confidential matters with discretion.
- v) Prepare and distribute routine home/school correspondence for approval by Headteacher/Assistant Headteacher Sixth Form Lead.
- w) Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

“Only the best for Ifield School”

Ifield School aims to provide an outstanding and supportive learning environment; one which allows everyone to achieve their very best, with high self-esteem and respect for others in the community, so that they are able to take their place in society with confidence and pride.

The Job Description may be reviewed at the end of the Academic Year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

Signed:	Signed:
Headteacher: Maddie Arnold-Jones	Name:
Date: June 2023	Date: June 2023

