# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# Job Title: Business/office Administrator

# Department:

# Grade: [Single Status](https://new.eastsussex.gov.uk/jobs/benefits/east-sussex-single-status) 5

# Responsible to: Headteacher

# Purpose of the Role:

Admin support enables other members of the team to deliver their services efficiently and effectively. Business Administrators provide vital support to teams to ensure customer/clients question and requests are responded to efficiently, accurate records are maintained and other staff within the team receive the support they need to do their own jobs well.

As a Business Administrator you will learn about the service the team provide and how it makes a difference to people’s lives. You need to work as a team to anticipate and meet the needs of team members in the office and across the school.

# Key Tasks:

1. Undertake administrative duties including responding to email enquiries, providing telephone cover and message service, processing post, photocopying and scanning.
2. Drafting and writing emails or letters on behalf of others.
3. Support the Headteacher and Office Manager with word processing documents.
4. Collate information and produce summary reports.
5. Accurately input data into databases and spreadsheets, including processing, retrieving and cleansing data as necessary.
6. Liaise with internal and external colleagues and clients as appropriate, sharing information as directed and ensuring school procedures are properly followed.
7. Maintain and update school information.
8. Maintain all paper and electronic filing systems, including establishment of new files.
9. Minute, produce and distribute accurate records of routine meetings e.g. team, departmental, inter-agency meetings.
10. Provide support to individual members of staff as required, such as diary management.
11. Arranging and supporting events and meetings in school . This may include school trips, visitors to school.
12. Support managers in maintaining property and facilities and their security.
13. Undertake reception duties in an the school office. This will include assisting visitors at the reception point, making decisions about allowing visitors access to school, liaising with the appropriate member of staff.
14. Support multiple services which are different in nature, developing and maintaining knowledge of the service function, processes and administrative needs.
15. Oversee GDPR practice in school to ensure that we remain compliant
16. Support the school with any other ad hoc support if needed e.g. playtime supervison.

# PERSON SPECIFICATION

# Essential education and qualifications

* QCF Level 2 English or able to pass an assessment at interview

# Essential key skills, abilities, knowledge, experience, values and behaviours

* Ability to effectively prioritise a diverse workload to meet deadlines.
* Accuracy and attention to detail.
* Ability to communicate effectively to a range of people, including the ability to converse at ease with customer and provide advice in accurate spoken English
* Ability to work in a team and maintain team connectivity when working remotely
* Confidence interacting with new and emerging technologies.
* Understanding of confidentiality.
* Ability to demonstrate resilience with the ability to cope and recover from setbacks or deal with challenging situations
* Working knowledge of using email and word processing software such as Microsoft Office.
* Commitment to developing personal performance and supporting that of the service.

**Document version control:**

Date created/amended: October 2022

Name of person created/amended document:

Job Evaluation Reference: 12097

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role**  |
| --- | --- |
| Using display screen equipment  | Yes |
| Working with children/vulnerable adults | Yes/No |
| Moving & handling operations | No |
| Occupational Driving | No |
| Lone Working | No |
| Working at height | No |
| Shift / night work | No |
| Working with hazardous substances | No |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | No |
| Exposure to blood /body fluids | No |