

## **SUPPORT STAFF** **JOB DESCRIPTION** **Sheppey Secondary**

**Post: Administrative Officer**

**Responsible To: School Business Leader**

**Summary of Post:** To lead on a specific aspect of school administration, taking overall responsibility for its effective operation.

**Tier of role: Specialist/Officer/Technician**

### **Key descriptor: Initiator**

**Scope of role:** Provides specialist knowledge and skills to provide specific services and support, using judgement and problem-solving skills (within pre-set guidelines and defined procedures).

**Autonomy:** Prescribed work but with discretion on how the outcome is achieved. Plans own work (short-term) and contribute to longer-term planning.

**Knowledge of role:** Role-specific knowledge required.

**Skills – Technical & Practical:** Specific and specialist knowledge, skills and experience relevant to the role

**Qualifications/Experience:** Level 3+ in a specific relevant field

**Supervision of others:** Supervision of others, but no line management

**Management by others:** Identifies and refers more complex issues to a more senior colleague. Guidance or instruction is required for new tasks.

### **Key Responsibilities:**

1. To provide specialist administrative and organisational support to the school, maintaining records and information systems.
2. Lead on the planning and development of administrative procedures and systems.
3. Plan, develop, organise and monitor support systems, and procedures.
4. Undertake analysis and interpretation of data and produce detailed reports

and complex information.

5. Responsible for completion and submission of forms, returns etc., including those to outside agencies and produce and respond to, correspondence.

### **Specific Duties:**

1. Provide high-level administrative and secretarial support to the Headteacher and wider leadership team, and undertake and successfully deliver project work as requested
2. Screen and prioritise all incoming correspondence (with discretion), providing the Head with necessary information to assist with replies, draft responses and documents where appropriate
3. Plan, organise and administer meetings (internal and external), ensuring catering and travel arrangements are in place, prepare agendas, and provide minute taking as required; and similarly support leaders in the organisation and detailed planning of school events (e.g. Open Days), contributing to the positive promotion of the school in the local and wider community
4. To establish and maintain appropriate recording and filing systems for the Head, both electronic and paper versions, as appropriate.
  - Support the smooth running of the school office, providing cover for all stakeholders, as required

*Note: As a new school, opening September 24, responsibilities and specific duties may be subject to change in the first year of operation.*

### **General Duties and Responsibilities:**

1. You will be responsible for upholding our values and ethos and championing the inclusion and belonging of our Academy and Trust communities.
2. You will be responsible for protecting pupils and staff from all preventable harm as per Safeguarding procedures.
3. To participate in the staff support & development programme and to undertake training based on individual and organisation needs.
4. To undertake continuing professional development to support our culture of continuous improvement and keep up to date with the skills required to fulfil the role.
5. To comply with all Academy and Trust policies and guidelines as well as legislative requirements. Including education, health & safety and data protection and all staffing policies.

6. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
7. To partake in quality assurance, appraisal and monitoring and meet minimum relevant occupational standards.
8. To undertake any other duties commensurate with tier as may be reasonably requested.

*Please note:*

*This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.*

*It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems and enhance the effectiveness of the role.*

Line manager's  
signature: \_\_\_\_\_

Date: \_\_\_\_\_

Postholder's  
signature: \_\_\_\_\_

Date: \_\_\_\_\_

	<b>PERSON SPECIFICATION</b>  <b>Tier of Role: Specialist/Officer/Technician</b>	<b>Application</b>	<b>Interview</b>	<b>Shortlisting Weighting</b>
<b>Qualifications and Training</b>				
1.	English and Maths Level 2/GCSE grade A-C or grade 4	✓		6
2.	Level 3 or above is relevant field	✓		6
3.	Evidence of Continuing Professional Development	✓		6
<b>Experience</b>				
1.	Successful experience of working in an administrative field (in educational settings would be an advantage).	✓	✓	6
2.	Successful experience of working on own initiative.	✓	✓	6
3.	Experience of producing reports or correspondence for a range of audiences.	✓	✓	4
4.	Specialist experience of administrative practices and processes in a specific role.	✓	✓	4
<b>Skills and knowledge</b>				
1.	Competent Maths and Literacy skills.	✓	✓	6
2.	Excellent ability to relate well to all stakeholders, understanding their needs and being able to respond accordingly.	✓	✓	6
3.	Excellent communication skills, written and verbal.	✓	✓	6
4.	Ability to work independently and to manage own workload and adapt routines and schedules as required.		✓	6
5.	Highly competent in administrative IT eg; Microsoft packages, email and others.	✓	✓	6
6.	Strong interpersonal skills, listening and observation skills, with the ability to deal with difficult/sensitive situations.		✓	6
<b>Personal Qualities</b>				

1.	Act with honesty and integrity at all times.	✓	✓	6
2.	Commitment to promoting the ethos and values of the school and Trust and supporting the learning community.		✓	6
3.	Commitment to own learning and development and desire to share skills and practice with others.		✓	4
4.	Commitment to maintaining confidentiality at all times.		✓	6
5.	Relentless commitment to inclusion, safeguarding and equality.		✓	6

### Advice to candidates

This post is subject to an enhanced disclosure from the Disclosure and Barring Service.

In completing your application, please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

- 6** Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.
- 4** Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.
- 2** Other relevant -. It would be great if the candidate had but is not expected to be shortlisted.

Failure to meet all the minimum/critical criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.

Please be aware should we have a large number of applications for any of our roles we may complete the shortlisting of candidates based on the minimum/critical criteria only.