 

**Groombridge St Thomas CE Primary School (part of the Pioneer Federation)**

**Job Title:** Office Administrator (including Health and Safety administrator)

**Department:** One day at Groombridge CE Primary School (Fridays)

**Grade:** Single Status 5 (Grade point 13)

**Responsible to:** Headteacher

**Purpose of the Role:**

Admin support enables other members of the team to deliver their services efficiently and effectively. Office 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 Office 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 who may be in the office, working remotely or in the community.

**Key Tasks (as this is a part time role, you will support the office manager in the following):**

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. Collate information and produce summary reports.
4. Accurately input data into databases and spreadsheets, including processing, retrieving and cleansing data as necessary.
5. Liaise with internal and external colleagues and clients as appropriate, sharing information as directed and ensuring school procedures are properly followed.
6. Maintain and update departmental information.
7. Maintain all paper and electronic filing systems.
8. Provide support to individual managers as required.

**Alongside providing general admin support, you will also be required to act as Health and safety administrator for the school**

**Job description for Health & Safety Administrator**

**Purpose of the role**

To work closely with the Caretaker, Headteacher at Groombridge and Head of School at Nutley in the implementation of the Health and Safety administration of the schools.

**Key Tasks**

1. To be the named Health & Safety Coordinator for Groombridge and Nutley schools and oversee the Management of Health and Safety for each school (HOS still overseeing leadership of H&S and link with the Administrator weekly)
2. To coordinate the Health & Safety training for all staff as required for their roles (ensure this meeting Health & Safety audit requirements)
3. To develop and oversee the review and evaluation of the Health & Safety, Curriculum and Premises Risk Assessments for each school. Ensure that these are communicated to school staff in weekly Briefing meetings
4. To oversee paperwork for Health & Safety Local Authority Audits- folder for audit at each school
5. To ensure fire drill logs are completed effectively termly and that any ways forward are actioned and communicated.
6. To have weekly meetings to catch up with Site Manager and HOS/HT to liaise about projects/risk assessments etc
7. To oversee Site Manager training needs and ensure all required training up to date – e.g. moving & handling/working at heights etc.
8. To lead on the presentation and agreement of quotes with Heads of School/HT (& Governors as required)
9. To be the named Educational Visits Co-ordinator (EVC)– to sign off risk assessments in liaison with Heads of School

**PERSON SPECIFICATION**

**Essential education and qualifications**

* QCF Level 2 English
* Good level of maths

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

* Knowledge of statutory Health and Safety guidelines and standards, particularly relating to schools or a willingness to learn.
* 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
* 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.

**Desirable skills**

* Recent experience of managing Health and safety, particularly in schools
* Recent experience of writing risk assessments
* Recent training in Health and Safety or a willingness to learn

**Document version control:**

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Name of person created/amended document: Caroline Powell

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**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 |
| 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 |