



STONE LODGE
SCHOOL

Administration Officer Job Description

Role: Administration Officer (with a focus on Student Support & Data)

Salary/Grade: £21,939 - £25,790 per annum

Working Pattern: 37 hours per week, all year round

Responsible to: Director of Data & Information

Works closely with: Head Teacher, Senior Leadership Team, and other colleagues within the school and the Trust

Purpose of the Job:

To ensure the effective operation of all aspects of Student Support & Data in the main school office by providing a range of administrative and organisational services. To promote the school in a positive manner at all times to staff, students and visitors. To support the Senior Management Team in a variety of tasks as required, including, student administration, data management, personnel administration, recruitment and safeguarding procedures. To develop and grow with the role as the new school becomes established and increases in size.

Key duties and responsibilities:

1. Provide a high quality administration and organisational service to the school in accordance with the Trust's established policies and procedures.
2. Provide support, advice and guidance on relevant administrative issues to senior staff, governors and other stakeholders.
3. Ensure the provision of good, accurate and timely information to the Head Teacher and other stakeholders to ensure that the school is managed effectively.
4. Continually evaluate the effectiveness of processes and systems and work with the Director of Data & Information to improve these.
5. Operate bespoke school information management systems for the recording, analysing and reporting of student data
6. Liaise with parents/carers, dealing with queries and/or concerns and ensuring they are directed to the most appropriate member of staff.
7. Liaise with other staff and external agencies as necessary.
8. Analyse and evaluate student data and information and run reports.
9. Undertake word-processing and IT based tasks including operation of relevant equipment and advanced ICT packages (e.g SIMS).
10. Organise arrangements for school events and activities e.g. new student induction, open evenings and parent evenings.
11. Monitor and manage a limited range of stationery within an agreed budget.
12. Provide PA support to Head Teacher and Senior Leadership Team.
13. Share in the undertaking of first aid duties, including overseeing sick bay and sickness reporting, liaising with parents and staff etc.
14. Any other duties, commensurate with the grade as may be required and as time permits.

As part of a small team in the early years of Stone Lodge school, close cooperation with other administrative colleagues will be expected. Cover for core roles across the team will be necessary from time to time, therefore it is essential to be a team-player with a 'can-do' attitude.

This job description is not intended to be an exhaustive list of all duties performed. It is envisaged this role will evolve over time in line with the development of the School, and may be subject to modification after consultation with the post-holder

Person Specification – Administration Officer (Student Support & Data)

QUALIFICATIONS	
NVQ Level 3 or equivalent in a Business Administration or similar	Desirable
Educated to A level or equivalent with GCSE grade A*-C in English and Maths	Essential
EXPERIENCE	
Experience of using SIMS would be an advantage but training can be given.	Desirable
Experience of working in an office as part of a cohesive team	Essential
Experience of development, management and operation of administrative systems.	Desirable
SKILLS AND ABILITIES	
Strong communication skills.	Essential
Computer literacy - ability to produce a range of documents and reports, including school specific software (SIMS), Microsoft Office (Word, Excel etc) and other databases.	Essential
Highly developed interpersonal, organisational and administrative skills.	Essential
Time management skills and the ability to work with minimum supervision	Essential
Ability to develop and maintain effective computerised and manual filing systems.	Essential
Ability to organise and prioritise own workload to achieve deadlines.	Essential
Ability to investigate methodically and respond to complex queries and anomalies when required.	Desirable
Ability to monitor and process accurate administrative records.	Essential
Ability to multi-task and react positively to unplanned events and emergencies	Essential
Diary management and other PA skills	Essential
KNOWLEDGE	
Awareness of and commitment to safeguarding children	Essential
Understanding of Data Protection and a commitment to a high standard of professional confidentiality.	Essential