

## 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, 35 hours per week. Term-time only.

**Start Time:** 8.30am

**Finish Time:** 4.00pm

### PURPOSE OF JOB

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

### REPORTING TO:

- Executive Headteacher
- Head of School
- Head of Sixth Form
- 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.
- Liase 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.

- h) Maintain sixth form student files.
- i) Exams Officer Assistant – liaising, assisting and taking direction from Ifield Management Information Officer.
- j) Assisting the Ifield Medical Assistant with copying and distributing of student Health Care Plans.
- k) 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 Officer.
- 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 Head of School/Head of Sixth Form 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 Head of School/Head of Sixth Form 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 Head of School/ Head of Sixth Form.
- 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.

Ifield School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. The post is subject to an enhanced Disclosure Application to the Disclosure and Barring Service and check against the ISA Barred List for children.

**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.**

<b>Signed:</b>	<b>Signed:</b>
<b>Head of School: Miss Maddy Jones</b>	<b>Name:</b>
<b>Date: June 2021</b>	<b>Date: June 2021</b>