

PARADIGM TRUST
OLD FORD PRIMARY A PARADIGM ACADEMY

JOB DESCRIPTION		
Post Title: Administrative Officer	Grade:	Scale 4
	Date:	Reviewed March 2018
RESPONSIBLE TO:	Office Manager	
RESPONSIBLE FOR:	N/A	

PURPOSE OF THE JOB

To be responsible to the Office Manager for providing a professional and efficient administration service to support the smooth running of the school.

DUTIES & RESPONSIBILITIES

Administration and reception

- Ensure the efficient operation of the office, dealing with front line enquiries from staff, pupils and visitors whether in person or by telephone and to pass on messages to the relevant member of staff.
- Maintain a high and appropriate level of communication in writing, orally and electronically.
- Ensure all visitors to the school are welcomed in a polite, friendly and efficient manner and provide refreshments to visitors/Principal when required.
- Provide typing, word processing and photocopying.
- Open and distribute internal and external post and correspondence as appropriate.
- Check supply staff timesheets ensuring accuracy and timeliness.
- Take ID for all agency supply staff and visitors to the school and provide them with the agreed vetting documents to sign.
- Maintain daily staff / visitors signing in sheets.
- Update staff lists and staff photograph boards with any changes of personnel.

Dinner money and orders

- On a daily basis, maintain an accurate record of daily dinner numbers and inform the kitchen staff accordingly.
- Order school meals for members of staff and visitors to the school.
- Manage arrangements for meetings and INSET in school, booking rooms, ordering and serving refreshments as required.
- Order packed lunches for educational visits.
- Collect, record and monitor receipt of monies for school meals.
- Produce weekly outstanding dinner debt information which identifies those families who require a telephone call and/or a debt letter and contact parents/carers by telephone and by letter on a daily/weekly basis.
- Produce monthly reports on dinner type and numbers for the kitchen.
- Order and monitor fruit for KS1 and arrange for this to be distributed to the classes.
- Order teaching and administration supplies, ensuring best value.

- Check deliveries and arrange for distribution to the relevant person/s.
- Perform regular stock checks to ensure that there is a sufficient supply of resources.

Educational visits

- Undertake administration of educational visits under the direction of the office manager.
- Liaise with teacher responsible for visit to ensure a copy of risk assessment is on file.
- Book school travel for swimming and educational visits (coaches).
- Book transport tickets from Transport for London.
- Keep a record of payments for residential visits and chase outstanding balances as appropriate.

Other responsibilities

- To produce and distribute the weekly academy newsletter.
- To provide administrative support to the Academy Council including taking minutes
- To manage the photocopiers and deal with minor troubleshooting, booking engineer visits as needed.
- To ensure all information is treated confidentially and with discretion.

General

- Ensure that all duties and responsibilities are discharged in accordance with the Trust's Health and Safety at work policy.
- Participate in the Trust's staff appraisal scheme, ensuring that performance standards/targets are set and met within the agreed time scale.

EQUAL OPPORTUNITIES STATEMENT

Adhere to the Trusts' Equal Opportunities policies and ensure anti-discriminatory practice at all times.

COMMENSURATE STATEMENT

Undertake any other reasonable duties commensurate with the grade as determined by the line manager.

CHILD PROTECTION

Have due regard for safeguarding and promoting the welfare of children and young people, and follow the child protection procedures adopted by the Trust.

Signed _____ **Date** _____
Post holder

Signed _____ **Date** _____
Principal

PARADIGM TRUST

Job and Person Specification

All of the following criteria are essential unless otherwise stated and will be tested as part of the selection process. Those criteria that will be assessed at the written application form stage are marked as 'A'. Those that will be assessed as part of the selection interview process are marked as 'I'.

As a guide your written personal statement should be **no more than two sides of A4**.

PERSON SPECIFICATION		
POST TITLE		
Administrative Officer		
	Application	Interview
Qualifications		
Qualified in the administration of first aid or be willing to receive training.	A	
Hold a minimum of GCSEs grade A-C (or equivalent) in English and mathematics.	A	
Experience		
Experience of working in an administrative capacity in a front facing office.	A	I
Experience of using, maintaining and developing effective administrative systems including managing and manipulating data.	A	
Experience with taking minutes at meetings.		I
Skills and abilities		
Demonstrate a high level of proficiency using Microsoft Office and the ability to produce letters, reports, spreadsheets and statistics.	A	
Ability to communicate effectively, both verbally and in writing.	A	I
Ability to manage several projects at once, prioritising accordingly to meet targets and deadlines in a pressurised environment.		I
Ability to produce work to a high standard and with a keen eye for detail.	A	
Ability to maintain strict confidentiality in all matters.	A	
Ability to use build and maintain effective working relationships with a wide range of people and organisations.		I
To be approachable and helpful with the ability to stay calm and diplomatic under pressure.	A	I
Ability to learn new skills and commitment to personal professional development.	A	
Knowledge and understanding		
Demonstrate a passion for and belief in the potential of every pupil.	A	
To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Trust.	A	

Demonstrate an understanding of and commitment to equality within the workplace.	A	I
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Applicants should note that all of the above will be tested as part of our robust selection process and should ensure all of the criteria are evidenced in the written application. Candidates shortlisted for interview will be required to provide evidence of qualifications and may be subject to competitive selection tests.

This post is subject to an enhanced DBS Disclosure and the successful applicant will be subject to relevant vetting checks before an offer of appointment is confirmed, and will be subject to rechecking as appropriate.