

Office Administrator Job Description

Aspire Educational Trust

Employment details

Job title:	Office Administrator
Reports to (job title):	Office Manager
Hours of work:	37 hours per week 40 weeks per year
Level and scale point:	Grade 6

Main duties/responsibilities

Daily duties

- To be responsible for and manage the Welfare Assistant and Cleaning Team within agreed performance indicators ensuring efficient support systems are in place for the effective operation of the school. Review and feedback to Agency Cleaning Company when necessary.
- To support the Vice Principal with all aspects of health and safety matters with responsibility for update of Risk Assessments annually (Classrooms etc.) and upkeep of Health and Safety File to include reporting of all accidents/incidents on PRIME.
- To be responsible for all matters relating to the School Admissions to Underwood West Academy in accordance with the Aspire Educational Trust Policy to include the administration of applications for mid-term transfers into and between schools within the academic year. All pupil data sent via secure electronic systems only within 7 days of leaving school.
- To prepare information required for the Admissions Appeals process and support the Principal/Vice Principal and the Trust Business Operations Manager.
- To provide support and work closely with the Safeguarding Leads on safeguarding and child protection matters ensuring that the Principal is kept up to date on a regular basis regarding all child protection issues and investigations.
- Maintain admin on Compliance Manager.
- Assist the front office by ensuring all phone calls and queries are answered in a timely manner.
- To attend and contribute effectively to multi-agency meeting, taking Minutes and distributing in timely manner, including provision of confidential reports and court reports as required. Ensure that actions resulting from meetings are carried out in a co-ordinated way in liaison with external agencies.
- To provide comprehensive admin support to members of the SEND Team attending meetings as required including regular liaison.

- To support the SEND Co-ordinator with regard to pupils with medical needs to include Educational Health Care Plans etc.
 - In liaison with SLT undertake input of all statistical data for Assessments, EYFS, End of KS1/KS2 and Phonics.
 - To be responsible for input of data onto Arbor ensuring it is kept up to date with reports available on request. Manage the Schools Information Management System – Arbor to include CTF's and Census.
 - Maintain secure access fobs for staff.
 - To be the First Aid Lead across site to include upkeep of staff first aid training.
 - To take responsibility for regular update of Free School Meals and Pupil Premium Data providing internal and external reports as required. Distribute FSM vouchers in a timely manner and support families to apply for hardship funds.
 - First Aid Admin including upkeep of staff first aid training tracker and refresher booking and notices throughout school. Ensure Welfare Officer maintains First Aid boxes and files incidents.
 - Complete DBS applications and risk assessments for volunteers.
 - Paediatric First Aid Trained
 - To undertake other duties and responsibilities as is reasonably directed by the Principal and Office Manager.
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Person specification

	Essential	Desirable
Qualifications and training	<p>The successful candidate will:</p> <ul style="list-style-type: none"> • At least five GCSEs which must include at least a C grade in Maths and English • An up to date first aid certificate 	<ul style="list-style-type: none"> • Evidence of personal commitment to CPD
Experience	<ul style="list-style-type: none"> • At least two years' experience working within a busy office environment • Experience of using computers for office administration • Attention to detail and accuracy are essential in this role. 	<ul style="list-style-type: none"> • Ability to prioritise workload and identify problems that may require action by others
Knowledge and skills	<ul style="list-style-type: none"> • Up-to-date-knowledge of statutory regulations and guidance relating to the post 	<ul style="list-style-type: none"> • Understand national and regional educational services

	<ul style="list-style-type: none"> • Ability to demonstrate commitment and contribution to effective teamwork • An understanding of GDPR • An understanding of the importance of confidentiality 	and how an administrative support service is run
Professional Skills	<ul style="list-style-type: none"> • Review systems to ensure the robust evaluation of performance and actions to secure improvements. • Excellent organisational, communicating and problem solving skills, with the ability to use own initiative and work proactively both in a team and independently. • Manage staff in line management to successfully achieve agreed goals. • Be an effective team player that works collaboratively and effectively with others. • Communicate effectively to a wide range of different audiences (verbal, written, using ICT as appropriate). • Support, motivate and inspire both colleagues and pupils by leading through example. • Deal successfully with situations that may include tackling difficult situations and conflict resolution. • Work successfully with a range of external agencies. 	
Personal Attributes	<ul style="list-style-type: none"> • Demonstrate behaviours reflective of the Aspire Educational Trust's culture. • Professional. • Proactive. • Team player 	

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and the school would aim to reach agreement on any changes