

JOB DESCRIPTION		
Post Title: Administrative Officer		
Directorate: CHILDREN'S SERVICES – EDUCATION and LEARNING	Area: SEAFORD	SCHOOL: BOWDEN HOUSE
Responsible to: School Business Manager		
Responsible for: n/a		
<p>Purpose of the job:</p> <ul style="list-style-type: none"> • to work closely with the School Business Manager in the day to day administration of the school • to provide a high quality, efficient administrative support service within the school • to provide a welcoming and professional response to all visitors to the school and a confident, professional manner in responding to all enquiries from parents/carers; Social Workers and members of other external agencies • to provide an efficient, helpful and polite service when answering telephone calls ensuring messages are relayed accurately and in a timely manner • to maintain the school's administration systems for students which includes student records; registration entries; a range of reports/data; student progress tracking; behaviour and attendance and information to parents/carers 		
<p>Main duties and responsibilities</p> <p>ORGANISATION</p> <ul style="list-style-type: none"> • organise students' Annual Review meetings contacting parents/carers and other relevant agencies. To attend and Minute the meetings recording outcomes/targets/agreements reached and to process the Minutes and the Annual Review forms circulating to all attendees and members of Local Authorities • to forward to the relevant staff, all enquiries from parents/carers and visitors in line with the school's Visitors' Policy in a sensitive, professional manner. To provide refreshments to visitors, if required • to check the school's answer-machine and e-mails for staff/student absence passing on messages to relevant staff • to process the ordering of school resources as instructed by the School Business Manager and to be responsible for the checking and follow up of orders; to receive the orders and distribute to the appropriate staff members • to undertake the student school census – currently 3 times per year • to contribute as a member of the Health & Safety Committee and take/process the Minutes 		

ADMINISTRATION

- to provide clerical/administrative support including typing of letters; electronic and manual maintenance of records; photocopying/filing/sorting; assistance with the electronic and office diaries and distribution of mail
- to assist in collating end of term reports/Newsletters to parents/carers
- to ensure that all parents/carers and other relevant agencies are informed of meeting dates; the school's annual events; school closures; INSET dates and any changes in travel arrangements to and from school
- to prepare files for new students and ensure contact details are kept up-to-date

RESOURCES

- to operate relevant ICT equipment/packages (Word, Excel, Spreadsheets, Internet) and the school's web-site
- to undertake general financial administration, e.g. processing orders/recording Education budgets
- to monitor the Education and Admin. stock and stationery; cataloguing/documenting resources and undertaking audits as required

RESPONSIBILITIES

- to be aware of and comply with the Policies & procedures relating to Safeguarding & the Protection of Children; Health & Safety; Security; Confidentiality; Fire Drills; Data Protection and reporting all concerns to an appropriate member of staff
- support the roles of other colleagues within the school
- be aware of and support difference and ensure equal opportunities for all
- participate in training and to take responsibility for own Continued Professional Development
- actively support the positive ethos of the school
- as directed, the post holder will undertake additional duties and responsibilities that may arise from time to time commensurate with the needs of the school

PERSON SPECIFICATION

Administrative Officer

Essential Criteria	Desirable Criteria
<p>QUALIFICATIONS</p> <ul style="list-style-type: none">• education to Grade C or above in Maths and English <p>SKILLS AND EXPERIENCE</p> <ul style="list-style-type: none">• experience of working in a school office/Reception environment• excellent personal organisation and communication skills• proven and confident experience in the use and maintenance of databases including SIMs; ability to use a range of ICT applications (Word, Excel etc.) and sound keyboard skills• able to work well as part of a small team and to support other colleagues• able to complete work to a high standard of accuracy and presentation• ability to work under pressure; organise, plan and prioritise workload including meeting deadlines• experience of Minute taking at meetings• an understanding of the process of ordering goods; tracking orders and processing invoices• respond effectively and professionally with all visitors to the school - parents/carers; representatives from a range of external agencies; neighbours/members of the public and suppliers• to possess an excellent telephone manner• support the School Business Manager; Headteacher and Deputy	<ul style="list-style-type: none">• NVQ Level 2 or 3 in Business & Administration, or equivalent • experience of students who have Special Educational Needs

<p>Headteacher</p> <ul style="list-style-type: none"> • understand and comply with the school's policy on Confidentiality at all times 	
<p>GENERAL QUALITIES</p> <ul style="list-style-type: none"> • enthusiasm and a positive attitude to the ethos of the school • a good sense of humour • a flexible and adaptable approach to the demands of this role • a commitment to undertake any additional training relative to this post; your own Continued Professional Development and the requirements of the school 	<ul style="list-style-type: none"> • an understanding of school procedures • awareness of school Policies & Procedures

Bowden House School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. References; an Enhanced DBS check; qualifications and experience checks that are satisfactory to us, will be a condition of appointment.