

Job Description and Person Specification

Job details	
Job title	Administrative Officer
School	Diss High School
Location	Walcot Road, Diss. IP22 4DH
Grade	Grade F
Responsible to	Business Manager
Responsible for	None
Effective date	1 st September 2021
Role and context	
<p>Job purpose</p> <p>Under the direction of the Headteacher, and in accordance with the practices and procedures of the school, assist with the management of the school's administrative and clerical support services to a high standard, ensuring that these functions support the management and teachers of the school in an efficient and effective manner. Assist with the development, planning and management of school support services and complex procedures.</p>	
<p>Context</p> <p>Job Family: Administration</p>	
<p>Other Job Information (e.g. any special factors or constraints)</p> <p>The job holder will have access to sensitive confidential information and must have an understanding of GDPR.</p>	
Principal Accountabilities	
Accountability	Order of importance (1 = most important etc)
To provide a confidential secretarial service to the Head and to the school as and when required. This will include undertaking administrative, word processing/typing, presentations and information/data services.	1
To provide support for exam access arrangements, including support for testing and supply of laptops to named pupils at given locations and times.	2
To assist with the recruitment and selection of staff, including placing adverts, arranging interviews and obtaining references.	3
To assist at Governors/Committee meetings and to attend other school management meetings as required.	4
To issue reports to Governing Body in timely manner following production by the Head and the Finance Team.	5
To supporting site team in obtaining quotations for proposed works.	6

To assist in other purchasing such as travel arrangements, key cutting, diaries, planners, obtaining quotes, etc.	7
To ensure that the necessary administrative arrangements are carried out with regard to Bursary, lettings and similar procedures.	8
To provide administrative support to careers team.	9
To work with the school's senior team to produce the weekly bulletin, maintain the school calendar, produce school handbook, etc.	10
To be the school's first point of contact for cold callers and to field such calls appropriately in line with guidance provided.	11
To manage the administrative aspects of the telephone system including allocation of numbers, maintaining answerphone message systems and calling for engineers / technical support when problems arise.	12
To undertake general duties of an administrative or organisation nature and any other duties that are within the scope of the post as determined by the Headteacher or senior member of staff.	13
Person specification	
Qualifications	
<ul style="list-style-type: none"> • NVQ 3 or equivalent in relevant discipline or equivalent experience. • Good numeracy/literacy skills/GCSE (or equivalent) Maths and English. 	
Experience	
<ul style="list-style-type: none"> • Experience of development, management and operation of financial/ personnel, facilities and administrative/organisational/procedures. 	
Skills/knowledge	
<ul style="list-style-type: none"> • Effective use of ICT and other specialist equipment/resources. • Full working knowledge of relevant policies/codes of practice/legislation. • Excellent ICT/keyboard skills. • Ability to relate well to children and adults. • Work constructively as part of a team, understanding school roles and responsibilities and your own position within these. • Ability to self-evaluate learning needs and actively seek learning opportunities. 	

General information
<ul style="list-style-type: none"> • The job descriptions details the main outcomes required and should only be updated to reflect major changes that impact on the outcomes of the job. • Job holders must be aware of and comply with all current guidance, policies and procedures relating to safeguarding and ensure that they are in accordance with statutory and school safeguarding requirements at all times.

- Job holders must ensure that they have read, understood and act in accordance with current school policies, particularly those intended to protect children and employees, for example, health, safety, welfare, safeguarding and inclusion.
- All work performed/duties undertaken must be carried out in accordance with relevant County Council, department and school's policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.