

Role Profile – Administration Officer

Post title: BSO2 Administration Officer					
Worden Academy			Location:	Leyland	
Establishment or team:		Admin		Post number:	BSO Admin Jun26
Grade:	Grade 4	Staff responsibility:	No	Essential Car user:	No

Scope of Work – appropriate for this post:

To provide high-quality administrative, clerical and organisational support to ensure the efficient operation of the school's administrative systems and services. The postholder will act as a key point of contact for pupils, parents, staff, visitors and external agencies, maintaining accurate records, supporting management information systems, assisting with school communications, events, school visits, trips and contributing to a professional, welcoming and effective office environment.

Accountabilities/Responsibilities – appropriate for this post may include:

- Provide comprehensive clerical and administrative support, including reception duties, word processing, minute taking, filing, photocopying, handling correspondence, and processing and distributing incoming and outgoing mail.
- Deal with enquiries from visitors, pupils, parents, external agencies and members of the public in a professional and courteous manner, in person, by telephone and via email.
- Manage competing priorities effectively, maintaining an organised, efficient and professional working environment.
- Create, maintain and update manual and electronic pupil records, ensuring all data is accurate, confidential and stored appropriately.
- Manage and maintain manual and computerised management information systems, ensuring data integrity and accessibility.
- Produce reports and analyse data from management information systems to support school operations, monitoring and decision-making.
- Support the development, implementation and upgrading of administrative systems and software applications, including testing new functionality and promoting best practice.
- Provide guidance, training and induction for staff on relevant systems and applications.
- Work collaboratively as part of the office team, providing administrative support across departments as required.
- Assist with the school's communication and promotional activities.
- Maintain a tidy, organised and welcoming office environment, ensuring high standards are upheld at all times.
- Book transport with external companies to support the running of school visits and trips.
- Support trip leaders by monitoring parental payment for trips, visits and extra-curricular opportunities (e.g. music lessons) and ensuring deadlines for these are adhered to by parents on Parent Pay.

- Undertake any other duties commensurate with the post as directed by the School Support Manager.

Person Specification (Desirable Skills & Experience)

- Excellent written and verbal communication skills.
- Strong administrative and organisational skills.
- Competent in Microsoft Office.
- Ability to manage multiple priorities and meet deadlines.
- Attention to detail and commitment to maintaining high standards.
- Understanding of GDPR and confidentiality requirements.
- Ability to work independently and collaboratively as part of a team.
- Excellent attention to detail
- Experience of working in a school or education setting (desirable).

Prepared by:	DBF	Date:	170726
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The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. PLEASE NOTE that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Customer Focus

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

