



Horizons Therapeutic Education Trust

JOB DESCRIPTION

JOB TITLE: Administration Officer





















GRADE: £25,000 p/a pro rata

RESPONSIBLE TO: Office Manager

1. JOB PURPOSE

To provide effective and confidential comprehensive administrative support to the Office Manager and Head of Provision, to ensure the smooth and efficient running of the Learning Centres. Under the daily direction of the Office Manager to be responsible for the day-to-day organisation and administration of the office and its procedures.

2. MAIN DUTIES AND RESPONSIBILITIES

-  To act as the main point of contact for the Learning Centre(s), investigating queries, assessing the nature of telephone calls, referring them to the appropriate person where possible, and receiving visitors in a courteous, prompt and efficient manner, to ensure that staff, service users and members of the public who contact the school are dealt with efficiently and consistently.
-  To acknowledge emails and direct them to the most appropriate member of staff
-  To monitor entry systems for the reception area
-  To undertake word-processing and IT based tasks under the direction of the Office Manager, proof reading and formatting letters, reports and other documents for both internal and external circulation
-  To assist the Office Manager with the organisation of meetings and take notes where required
-  To maintain accurate computerised databases (MIS) creating and updating records
-  To access database to input, retrieve and interpret information on pupils and staff, including producing reports and statistics.
-  To maintain a log of all correspondence sent out to pupils/parents/carers.
-  Process forms, returns, etc., including those to outside agencies, including the DfE Workforce and School Census.
-  To contribute to the planning and development of administrative procedures and systems
-  To provide administrative support to the External Visits Co-ordinator to organise Learning Centre visits and events
-  To help monitor student attendance
-  To demonstrate a commitment to the safeguarding of children and vulnerable adults, undertaking mandatory training within the school with particular reference to safeguarding
-  Assist the Office Manager with HR administration including DBS checks
-  Manage a limited range of stock within an agreed budget
-  Undertake general financial administration such as processing orders, and undertake basic bookkeeping, such as for petty cash.
-  Responsibility for reconciling the Learning Centres' Soldo account
-  To work both as part of a team or unsupervised, prioritising own work and meeting deadlines
-  To provide cover for the Office Manager if required. This may involve travel to another Learning Centre
-  All staff are to undertake all such other reasonable tasks commensurate with the post dependent on skills and experience as require.

3. PHYSICAL EFFORT

The postholder will not be expected to undertake any physical effort/strain over and above what would normally be incurred in a day to day office environment.

4. WORKING ENVIRONMENT

The postholder will not be exposed to objectionable, uncomfortable or noxious conditions over and above what would normally be experienced in a day-to-day office environment.

This post will be predominantly based at our Wellington Learning Centre, but regular travel to our Misterton site will be required.

5. OTHER INFORMATION

Horizons Therapeutic Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is an essential requirement that all staff are aware of the Trust's safeguarding procedures.

The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.

As this postholder will be working in regulated activity, an Enhanced Disclosure and Barring Service (DBS) check will be required prior to commencement of employment. Individuals will be expected to provide details of their Disclosure as soon as they receive it or if they are registered with the DBS Update Service to have given their permission for the Authority to access their online record.

The postholder will be expected to undertake any appropriate training provided by the Learning Centre or Trust to assist them in carrying out any of the above duties.

The postholder will be required to promote, monitor and maintain health, safety and security in the work place to include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.

This job description may be reviewed from time to time and amended after discussion with the postholder. It does not form part of the written particulars of employment of the postholder.

This job description only contains the main accountabilities relating to the post and does not describe in detail all of the duties required.