

Job description

Job title: Administrative Officer
Job ref: XS 8.4
School: Beaminster School
Grade: XS 8.4b Dorset Grade 6
Reports to: Officer Manager

Main job purpose

To provide efficient administrative support, to ensure compliance with LA and the school administrative and reporting requirements, including undertaking manual and computer data entry/extraction and other administrative duties.

Main responsibilities and duties:

1. To ensure the provision of a comprehensive administrative/clerical and secretarial service.
2. To liaise with the Office Manager over all issues relating to the work of the school office.
3. To liaise with the Office Manager regarding training and development requirements.
4. To promote and safeguard the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

Knowledge & skills

Relevant experience of office work including databases and analysis of data.

Minimum of 5 GCSEs (A*-C Grade) or equivalent office experience/vocational qualifications.

Supervision & management

The postholder will often be required to work without direct supervision. Supervision will be present where necessary.

Management & Supervision of others:

- XS8.4b – There is no management or supervisory responsibility.

Problem Solving and creativity

1. Deals with changing and conflicting deadlines and frequent interruptions to work, supervision of staff and allocation of work.
2. Works under direction of the Office Manager.

Key contacts & relationships

Daily contact by telephone/face to face with Headteacher/Staff/Pupils/Parents and other visitors to the school.

Decision making

1. Works to deadlines; to prioritise own workload and allocation of duties to other team members.
2. Frequently deals with non-routine queries and forwarding matter to appropriate staff where necessary.



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Resources

General office equipment (e.g. word processor, photocopier, telephone and post/franking machinery).

Working environment

Working in busy office with frequent use of IT equipment.

Restricted space

Occasionally processing heavy loads of incoming/outgoing mail

Size, phase and type of school and pupil profile. Split site school.

Approval			
Prepared by:	Chris Matthews	Date	April 20129
Designation	HR Service Manager – Operations		



