

Job Description

Job Title:	Administrative Officer /Receptionist	School Name:	Evelina Hospital School
Grade and Range:	Grade 5 scp 6-13	Hours:	35
Reports to:	Office Administration Manager / SBM / Headteacher	Working Pattern:	Term Time only
		Supervises:	

Purpose:	<p>To co-ordinate all administrative functions in order to assist in the smooth running of the school and to maintain accurate accounts and systems of financial control as regards delegated financial duties. As part of your duties, you are expected to work in conjunction with line manager.</p> <ol style="list-style-type: none"> 1. To be responsible for assisting in managing the school office. 2. To assist in the maintenance of the various school computerised databases of pupil and staff information. 3. To provide administrative support to the school teacher(s) as appropriate. 4. Financial Administration. 5. Providing reception and switchboard support to the school.
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Principle Responsibilities:

1. Responsibility for assisting in the smooth running of the school office, including:

- Liaising with line manager relating to work to be undertaken by the office.
- Assisting with monitoring the induction of visitors, volunteers and any new member of the office staff.
- Organise the administration of new admissions.
- General word processing and record keeping.
- Provide administrative support to the senior leadership team, including arranging and supporting meetings for example agendas, host meetings where appropriate and minute-taking.
- Maintaining the school diary.
- Monitor school emails and action as appropriate.
- Manage appropriate storage of school and office resources.

2. Assisting in the maintenance of the various school computerised databases of pupil and staff information, including:

- Maintaining the school's database of pupil attendance records, liaising with teachers and home schools as appropriate.
- Providing assistance with other information databases.
- Be responsible for keeping accurate records of absences, training and holiday entitlements for staff.

3. To provide administrative support to the SLT and school teachers as appropriate, including:

- Assisting the teachers/SLT in all aspects of the role, including contacting parents and pupils where necessary, liaising with the teachers on outcomes
- Attending meetings on issues as and when required and taking notes / minutes.
- In liaison with the teacher/SLT, maintaining a confidential filing system and collating documentation.
- Arranging CPD for staff.

4. Financial Administration.

To be responsible for accounting procedures in the school as regards to

- Processing purchase orders, receiving delivered goods and processing invoices.
- Receiving and signing for deliveries including logging items on the inventory as required.
- Responsibility for managing the school's inventory including co-ordinating the annual audit.

5. Providing reception and switchboard support to school.

- Meeting and welcoming visitors
 - Ensuring that planned visitors have been added to the school sign-in system in advance of their visit
 - Receiving, signing in and dealing with or directing pupils, parents and others school visitors as appropriate including undertaking relevant school safeguarding protocols.
 - Operating the school's main switchboard, transferring calls, or taking and delivering messages as appropriate.
 - Post room duties including collecting, receiving/sending and sorting mail and email ensuring delivery as appropriate.
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Principle Accountabilities:

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- To keep a record of expenditures and process payments.
 - To keep record of raising activities and general school income.
 - To follow school scheme of delegation and financial procedures
 - Safeguarding of children
 - GDPR compliance
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General Statements

- Required to carry out all reasonable duties and responsibilities of the post in accordance with the Councils' policies and procedures and standing orders.
 - All employees are required to declare any conflict of interest that may arise before or during their employment.
 - Any outside activities, either paid or unpaid, must not in the view of the School conflict with or react detrimentally to the Authority's interest, or in any way weaken public confidence in the conduct of the School's business.
 - Undergo and meet school conditions for a satisfactory enhanced DBS check.
 - Must comply with all equality legislation, policies and procedures; actively promote ways of eradicating and challenging racism, prejudice and discrimination through the School's policies and procedures.
 - To have due regard for safeguarding and promoting the welfare of children and young people, and to follow the child protection procedures adopted by the Southwark Safeguarding Children Board.
 - Ensuring work is line with the School's Green Commitment Policy goals.
 - Being aware of responsibilities under the General Data Protection act (GDPR) and managing personal data in accordance to school policy for the security, accuracy and relevance of information held and maintained.
 - Treating all information acquired through your employment, both formally and informally, in strict confidence
 - To demonstrate a commitment to good customer care.
 - Any other duties of an appropriate level and nature will also be required.
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To contribute as an effective and collaborative member of the School Team

- Participating in training to be able to demonstrate competence.
- Participating in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Contributing in meetings and being a supportive member of the school team.



Person Specification

Job Title:	Administrative Officer – Grade 5	School Name:	Evelina Hospital School
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		Essential (E) or Desirable (D)	How assessed (A / I / T)
Knowledge / qualifications:	<ul style="list-style-type: none"> ▪ A sound knowledge of computer databases and spreadsheets. ▪ A sound knowledge of using Microsoft software, particularly Word at a basic to intermediate level. ▪ Excellent written and oral skills. ▪ Knowledge of administrative systems ▪ Knowledge of school administrative systems ▪ Compliance with managing school data in line with GDPR policy ▪ Compliance with school safeguarding policy 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p>	Indicate how skill will be assessed either application form, at interview or tested.
Experience:	<ul style="list-style-type: none"> ▪ Considerable experience of using Microsoft software particularly Word at a basic to intermediate level. ▪ Experience in a similar administrative role ▪ Experience in a similar role in a school or similar working environment. 	<p>E</p> <p>E</p> <p>D</p>	
Aptitudes, skills and competencies:	<ul style="list-style-type: none"> ▪ Ability to set and work to agreed targets and work schedules. ▪ Ability to communicate effectively with persons at all levels. ▪ Ability to work pro-actively. ▪ Ability to organise one's own tasks with minimum supervision. ▪ Ability to minute / take notes at meetings ▪ Ability to type accurately. ▪ Ability to maintain a welcoming reception space for our visitors. ▪ A flexible can-do attitude. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>	

<p>Special conditions:</p>	<ul style="list-style-type: none"> ▪ Motivated to work with children & young people. ▪ Ability to form & monitor appropriate relationship & personal boundaries with children & young people. ▪ Emotional resilience in working with challenging behaviours. ▪ Appropriate attitudes to use of authority & maintaining discipline. ▪ The postholder may be required to work outside of normal school hours on occasion, with due notice. ▪ All postholders will be required to undertake an enhanced DBS check. Individuals on the children's barred list (and adults barred list where relevant) should not apply. ▪ An understanding of the principles of Keeping Children Safe in Education 2015 and a commitment to ensuring the health, safety and wellbeing of all children. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	
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