

Embleton View

School Office Administrator

Job description	
Embleton View is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Summary of role:	To provide assistance to the Headteacher, Board of Directors and wider team in the delivery of administrative responsibilities of the School office as outlined below.
Responsible to:	Headteacher
Salary:	£18,720 - £20,800 per annum pro rata
Main duties and responsibilities:	<ul style="list-style-type: none"> • Answer phone calls to the School office • Manage the school administrative diary • Manage incoming and outgoing post • Produce or process generic correspondence, including HR and admissions, permission forms • Maintaining the office filing system including student, staff and electronic files • Assist in maintaining and managing various records, lists, and databases, including SIMS, exam data, attendance data • Role of School Exams Officer • Produce qualitative and quantitative data • Stationery orders • Support various school administrative processes in an efficient and accurate manner. Including administrative support to and Management Team, compiling and proofreading written communications, reports and letters as required. • Communicate with families and relevant stakeholders including LA SEN teams and managing forms/correspondence with parents/carers.

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	<ul style="list-style-type: none"> • Officer responsible for petty cash • Report any safety concerns • Understand and follow all policies and procedures • Act within professional codes of practice • Undertake relevant training, including a minimum of 30 hours CPD yearly in line with management targets set at appraisals • Undertake any other duties and responsibilities in relation to your role
Health & Safety in Work Environment	<ul style="list-style-type: none"> • The post-holder will be expected to ensure that the working environment is safe, reporting any safety concerns immediately to the Headteacher. This will extend to company vehicles. The post-holder will risk-assess any offsite environments that will be used for delivery of education.
Professional Conduct	<ul style="list-style-type: none"> • The post-holder will be expected to act in a professional manner at all times.
General	<ul style="list-style-type: none"> • The duties and responsibilities of this job description are not restrictive and the post-holder may be required to undertake any other duties deemed necessary. Any such duties should not however substantially change the general character of the post. • The post-holder is not permitted to use ALD Group Ltd.'s or Embleton View's name, logo or any other identifying features on any social networking or media platform. • The post-holder will work within all of Embleton View's policies and procedures. • The post-holder will be expected to drive occasionally between learning bases and must hold a current UK driving licence, with access to own vehicle with business insurance.

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Person Specification			
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	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<p><i>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received</i></p> <ul style="list-style-type: none"> GCSE or equivalent in 5 subjects, including English and Maths 	<p><i>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received</i></p> <ul style="list-style-type: none"> Certificate or diploma in Business Administration/School Business Management 	<p>Production of the Applicant's certificates</p> <p>Discussion at interview</p> <p>Independent verification of qualifications</p>
Experience	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role</i></p> <ul style="list-style-type: none"> Professional background within School office environment 	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>

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Skills	<p><i>The skills required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Excellent spoken and written communication skills and strong interpersonal skills • Excellent IT and administration skills • A high level of discretion • Ability to produce accurate written documentation • A flexible and willing approach to ad-hoc tasks • Ability to prioritise and deal with multiple tasks in a busy environment while meeting deadlines 	<p><i>The skills that would enable the Applicant to perform effectively in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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