



Administration Officer - JOB DESCRIPTION

Reporting To: Senior Administration Officer

Pay scale: TEAL Associate Staff Pay Scale, Point 6

Job Purpose:

To actively support our core purpose, remembering that “We are here to make great schools and happier, stronger communities so that people have better lives.”

The post holder will provide effective administration support for teaching/associate staff and to co-ordinate all aspects of pupil data to help ensure the availability of accurate and up to date information, liaising with Parents and Carers in the process. To manage the reprographics environment within the school and produce high quality documents, both reproduced and created, in a cost effective and timely manner. To develop an in-depth knowledge of equipment functionality to allow innovative and creative use.

Key Responsibilities: Specific

- To arrange the transfer of pupil data for the new year 7 intake and associated activities in order that pupil transfers are managed effectively
- To be responsible for general housekeeping both using Arbor and paper files
- To keep pupil data in Arbor up to date using:
 - Data Collection Forms
 - Online portal (Arbor)
 - Change to pupil details forms
 - Emails from Parents/Carers
- Responsible for the archiving of all pupil information and appropriate disposal of pupil records in line with the school’s retention policy
- Preparation and distribution of letters and associated paperwork, investigating and responding to queries where necessary
- Resolving parent/carer queries either electronically, in person or via telephone
- To oversee the out-going postal system, ensuring the franking machine is kept updated with relevant costings
- Coordination of Pigeon Holes
- Responsible for the organisation of vaccination sessions in school
- Responsible for producing and distributing the weekly Parent/Carer Newsletter
- Providing cover on school reception, taking and filtering calls and messages and monitoring the signing in of visitors attending the school site
- Providing ParentPay admin support including, but not limited to:
 - Running weekly financial reports
 - Creating parent and staff accounts and distributing activation letters
 - Creating and amending payment items
 - Chasing payments
 - Processing refunds
 - Sharing data with school staff
- Coordinating the distribution and collation of School Trip Medical Consent
- Supporting with the administration of work experience as directed by the Admin Manager
- Managing & organising historic items brought into school and deciding what needs to be on display in the cabinets
- To perform other ad hoc administration tasks as and when required including, but not limited to:
 - Lunchtime arrears – emails/liasing with parents/carers
 - Minute meetings
 - To run and create Arbor reports
 - Scanning documents to pupil files
 - Dealing with admin phone calls
 - Biometrics
 - Food labelling for the kitchen
 - Support with Lettings
 - Arbor ParentApp
- Provide a cost effective and responsive reprographics service
 - Produce high quality reprographics materials / documents including binding, laminating, guillotine service and photo copying to required deadlines
 - Maintain and keep up to date the appropriate records required by the Copyright Licencing Agency and abide by copyright laws at all times
 - Create and develop resources and materials as requested e.g. school posters, programmes etc.
 - Prepare monthly reprographics recharges for Finance Business Manager
 - Maintain, order and reconcile reprographic and general stationery stock
 - Liaising with Exams Officer and preparing live exams papers

Key Responsibilities: General
<p>The post holder will be required to act on their own initiative or on the authority delegated from their line manager or a member of the School/TEAL SLT.</p> <p>The post holder will be expected to work within TEAL and the schools' policies and procedures and uphold the organisation's values and vision.</p> <p>The job description is not intended to be a complete list of duties and responsibilities but details the major requirements of the post. It may be amended at a future time, to take account of the developing needs of TEAL. The post holder will undertake any other duties appropriate to the remit.</p> <p>TEAL is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.</p> <p>The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibility for Health and Safety on all employees, therefore it is expected that everyone takes reasonable care for their own health and safety and the health and safety of others.</p> <p>The above duties may involve having access to information of a confidential nature, which may be covered by General Data Protection Regulations (GDPR) 2018, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must always be maintained and employees must work with and process personal and sensitive information in accordance with Data Protection Act 2018 including the GDPR. Employees must protect the safety and security of information (e.g. using strong passwords, reporting breaches, and ensuring information is stored and disposed of securely).</p>
<p>The key competencies and behaviours commensurate with this post are identified overleaf.</p>



Ethical Leadership Qualities - Values and Behaviours Framework

Value's	Behaviours
Trust	<ul style="list-style-type: none"> • Being reliable, consistent, credible, honest, humble, courageous and kind. • Managing emotions and helping others to manage their emotions. • Keeping promises and doing what you say you will do • Having a genuine interest in others
Wisdom	<ul style="list-style-type: none"> • Developing knowledge and real expertise, then sharing knowledge • Learning from mistakes and failures and admitting when we are wrong • Recruiting knowledgeable, skilled experts, learning from them, embracing their expertise and helping them to flourish. • Viewing systems, methods, models and techniques as a means to an end, removing or changing them if they prove to be ineffective.
Kindness	<ul style="list-style-type: none"> • Being kind, humble and authentic • Leading with compassion and care, listening and seeing beyond the job role to the person • Using high levels of emotional intelligence. Building trust and rapport with others, by acknowledging, empowering and elevating others.
Justice	<ul style="list-style-type: none"> • Doing what is right, rather than what is popular or easy. • Ensuring we live and breathe our sense of purpose and values in the way we behave, interact with others, make decisions and communicate. • Ensuring rules are necessary and applying them in a consistent, transparent and fair way, whilst allowing for discretion and common sense. • Valuing difference, building diverse teams and encouraging others to behave responsibly towards the community and the environment.
Service	<ul style="list-style-type: none"> • Reducing stress and anxiety in the organisation by modelling calm and considerate behaviour • Behaving in a dutiful, conscientious way, demonstrating humility and self-control to build great schools. • Removing barriers and blockers to enable others to do their jobs well • Leaving our egos at the door and putting ourselves in the service of others. • Channel ambition into our schools, not ourselves, and developing our successors
Courage	<ul style="list-style-type: none"> • Looking in the mirror when something goes wrong. • Remaining calm, optimistic and positive in the face of adversity, adapting to changing circumstances and helping others to move forward. • Give the whole truth, the back-story and the why.

Optimism	<ul style="list-style-type: none">• Believing in our own ability, and the ability of others, to do what is right to change the world for the better.• Calling out negativity and cynicism• Remaining positive and encouraging, despite sometimes experiencing setbacks, challenges and pressures. Helping others to maximise opportunities, overcome challenges and celebrate success.
Vision	<ul style="list-style-type: none">• Anticipating the future and helping people ready themselves for change. Thinking strategically, researching, gathering, analysing and assessing information, seeking opportunities for organisational development.• Scan the horizon, read and research, share learning with others and collaborate to consider options, obstacles and risks.• Believing in the potential of others; helping them be the best they can be.• Quickly taking in new information and translating that into recommendations, decisions, plans and projects.