

PENRYN COLLEGE

JOB DESCRIPTION

Job Title:	Office Administrator
Grade:	Apprentice
Hours:	37
Responsible to:	HR and Operations Lead
Direct Supervisory Responsibility for:	None
Indirect Supervisory Responsibility for:	None
Important Functional Relationships:	<p><u>Internal:</u> HR/Press and Events Manager, Front Office Team, Curriculum Manager, Finance Manager, Library Manager, Headteacher, SLT, Support Staff, Teaching Staff, Pupils</p> <p><u>External:</u> Local Media, Parents, Governors, Visitors to the school, LA officers/representatives, other Schools and Colleges, suppliers of goods and services, contractors, community users</p>

Main Purpose of Job

The purpose is to provide efficient and professional administration support to the school as required including the Administration team, HR, Curriculum team, Exams, Finance, Reception, Library, Press and Events under the direction of the HR and Operations Lead.

Administration Duties and Responsibilities

- 1) To produce documents using Microsoft Office programmes to include processing of correspondence, letters, reports, publications and other documents as required by the Operations Manager.
- 2) To undertake photocopying and document collation as requested.
- 3) To undertake filing in accordance with the established systems as requested. To work within and maintain all school established administrative systems and procedures.
- 4) To assist in the production of reports, lists and other information relating to pupils records as requested.
- 5) To assist in the inputting of student data on SIMS as requested to ensure all SIMS records are accurate and up to date.
- 6) To welcome visitors to the school, ensuring signing in procedures which include safeguarding, Health and Safety and Fire protocols are followed.
- 7) To assist the Receptionist with receiving and prioritising incoming telephone calls, dealing with them appropriately including accurately recording messages as required.
- 8) To liaise with staff, Governors, pupils, parents and outside agencies as and when required.
- 9) To sort and distribute incoming mail to the school in a timely manner.

- 10) To cover reception and student service reception as required in the absence of the Receptionists.
- 11) To send, receive and distribute faxes as necessary in a timely manner.
- 12) To prepare and record outgoing mail (including examination papers) appropriately, including the operation and security of the school's franking machine/postage stamp system. To liaise with postal services and courier services as necessary.
- 13) To assist in the stock-taking and replenishment of stationery and miscellaneous stocks as directed by the Operations Manager.
- 14) To support the Operations Manager during fire drills or in the case of emergencies to ensure all registers, equipment and procedures assigned to the office team are carried out.
- 15) To act as a member of the administration team and to provide support and cover for other members of the team when the need arises and as directed by the Operations Manager.
- 16) To assist with personnel administration including completion of payroll forms, staff sickness forms, maintaining staff personal files and maintaining computerised staff records (SIMS).
- 17) To assist in the inputting of employee data on SIMS as requested to ensure all SIMS records are accurate and up to date.
- 18) To be involved in the organisation of school events as directed by the Events Co-ordinator. This will include attending events outside of normal working hours and in the evening. Tasks will include, but not be limited to; liaising with staff and students in connection with awards events and evenings; collating names of winners; creating certificates and presentations; organising members of staff; refreshments and overseeing the general smooth running of events.
- 19) To work with the Events Co-ordinator and students to produce the Yearbook for Year 11's and to organise and host the Year 11 prom.
- 20) To ensure all policies and legislation regarding the use of children's names and images are adhered to.

General Duties and Responsibilities

- 1) To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and students and other information of a sensitive or confidential nature in the school.
- 2) To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.
- 3) To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
- 4) To be responsible for your own continuing self-development, undertaking training as appropriate.
- 5) To undertake other duties appropriate to the grading of the post as required.

Date Prepared: June 2019

Prepared by: HR Manager

PERSON SPECIFICATION

Job Title: Office Administrator

Person specification prepared by: HR Manager, Penryn College **Date:** June 2019

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<u>Relevant Experience</u>	Practical experience of Microsoft Office programmes with the use of Word, Excel, PowerPoint, Email and the internet.	Practical experience of administration within an office environment.	Application form/ Interview.
<u>Education & Training</u>	Attainment of GCSE qualifications or equivalent (Grade C or level 4) to include Maths and English.		Application form.
<u>Special Knowledge & Skills</u>	Excellent IT skills including the ability to update websites and other social media. Word processing skills. Excellent written, verbal and oral communication skills. Excellent numeracy and literacy skills. Excellent organisational skills.	Knowledge of Safeguarding Procedures in a School Environment. Knowledge of electronic display & presentation formats.	Application form/ Interview.
<u>Any Additional Factors</u>	The duties of this role will involve the requirement to work outside of normal office hours and it is a condition of employment that you exercise satisfactory level of flexibility in order to fulfil the objectives of the role. Ability to maintain high standards of accuracy and have a calm methodical approach to work. Well organised with the ability to work under pressure and ensure deadlines are met. Reliable, self-motivated and enthusiastic. Professional, tactful & sensitive. Discreet & confidential. Able to work on own initiative and as in a team. Enjoys working with young people. Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.		Interview.