

## Job Description

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| <b>Job Title:</b>       | Administrator       | <b>College Name:</b>    | The Park College  |
| <b>Grade and Range:</b> | Grade 5 scp 16 - 23 | <b>Hours:</b>           | 35 hours per week |
| <b>Reports to:</b>      | Prinicpal           | <b>Working Pattern:</b> | Term Time Only    |
|                         |                     | <b>Supervises:</b>      | NA                |

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| <b>Purpose:</b> | <p>To co-ordinate all administrative functions in order to assist in the smooth running of the college 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 the line manager.</p> <ol style="list-style-type: none"> <li>1. To be responsible for assisting in managing the college office.</li> <li>2. To be responsible for managing and coordinating the main reception</li> <li>3. To assist in the maintenance of the various college computerised databases of pupil and staff information.</li> <li>4. To provide administrative support to the college teacher(s) and staff as appropriate.</li> <li>5. Financial Administration.</li> <li>6. Coordinating the annual reviews</li> </ol> |
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## Principle Accountabilities:

### **1. Responsibility for assisting in managing the college office, including:**

- Operate and manage the main college reception
- Co-ordinates and supervise the work of office staff and to ensure the college office is organised efficiently.
- Liaising with line manager relating to work to be undertaken by the office
- Assisting with monitoring the induction of any new member of the office staff.
- Deputising for the line manager in relation to the above duties, in her/his absence.
- Organise the administration of new admissions and assist the Headteacher in arranging parental interviews and appeals.
- General word processing.
- Provide administrative support in organising safety procedures, including fire drills.
- Oversee the general administration of college dinners.

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

- Maintaining the college's database of pupil attendance records, liaising with teachers and the Education Welfare Officer as appropriate.
- Providing assistance with other information databases during the busiest times of the year
- Be responsible for keeping accurate records of absences and holiday entitlements for office staff.

### **3. To provide administrative support to the college teachers as appropriate, including:**

- Assisting the teacher in all aspects of her/his role, including contacting parents and pupils where necessary, liaising with the teacher on outcomes
- Attending meetings on issues as and when required and taking notes / minutes.
- In liaison with the teacher, maintaining a confidential filing system.
- Coordinating annual review administration.

### **4. Financial Administration.**

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

- College dinner monies and uniform receipts.

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| <p><b>General Statements</b></p>                                                         | <ul style="list-style-type: none"> <li>▪ Required to carry out all reasonable duties and responsibilities of the post in accordance with the College policies, procedures and standing orders.</li> <li>▪ All employees are required to declare any conflict of interest that may arise before or during their employment.</li> <li>▪ Any outside activities, either paid or unpaid, must not in the view of the College conflict with or react detrimentally to the College's interest, or in any way weaken public confidence in the conduct of the College's business.</li> <li>▪ Undergo and meet college conditions for a satisfactory enhanced CRB check.</li> <li>▪ Must comply with all equality legislation, policies and procedures; actively promote ways of eradicating and challenging racism, prejudice and discrimination through the College's policies and procedures.</li> <li>▪ 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.</li> <li>▪ Being aware of responsibilities under the Data Protection act for the security, accuracy and relevance of information held and maintained.</li> <li>▪ Treating all information acquired through your employment, both formally and informally, in strict confidence</li> <li>▪ To demonstrate a commitment to good customer care.</li> <li>▪ Any other duties of an appropriate level and nature will also be required.</li> </ul> |
| <p><b>To contribute as an effective and collaborative member of the College Team</b></p> | <ul style="list-style-type: none"> <li>▪ Participating in training to be able to demonstrate competence.</li> <li>▪ Participating in first aid training as required.</li> <li>▪ Participating in the ongoing development, implementation and monitoring of the service plans.</li> <li>▪ Contributing in meetings and being a supportive member of the college team.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

### Person Specification

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| <b>Job Title:</b> | Administrative Officer – Grade 5 | <b>College Name:</b> | The Park College |
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|                                            |                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Essential (E)<br/>or Desirable<br/>(D)</b> | <b>How<br/>assessed<br/>(A / I / T)</b> |
|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|-----------------------------------------|
| <b>Knowledge / qualifications:</b>         | <ul style="list-style-type: none"> <li>▪ A sound knowledge of computer databases and spreadsheets.</li> <li>▪ A sound knowledge of using Microsoft software, particularly Word at a basic to intermediate level.</li> <li>▪ Excellent written and oral skills.</li> <li>▪ Knowledge of administrative systems</li> <li>▪ Knowledge of college administrative systems</li> </ul>                                       | E<br><br>E<br><br>E<br>E<br>D                 | A<br><br>A<br><br>A<br>A<br>A           |
| <b>Experience:</b>                         | <ul style="list-style-type: none"> <li>▪ Considerable experience of using Microsoft software particularly Word at a basic to intermediate level.</li> <li>▪ Experience in a similar administrative role</li> <li>▪ Experience in a similar role in a college or similar working environment.</li> </ul>                                                                                                               | E<br><br>E<br>D                               | A / I<br><br>A / I<br>A / I             |
| <b>Aptitudes, skills and competencies:</b> | <ul style="list-style-type: none"> <li>▪ Ability to set and work to agreed targets and work schedules.</li> <li>▪ Ability to communicate effectively with persons at all levels.</li> <li>▪ Ability to work pro-actively.</li> <li>▪ Ability to organise one's own tasks with minimum supervision.</li> <li>▪ Ability to minute / take notes at meetings</li> <li>▪ Ability to type quickly and accurately</li> </ul> | E<br><br>E<br>E<br>E<br>E<br>D                | I<br><br>I<br>I<br>I<br>I<br>A / I      |

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| <b>Special conditions:</b> | ▪ A record of excellent attendance and punctuality                                                                                                                         | E | A     |
|                            | ▪ Motivated to work with children & young people.                                                                                                                          | E | A     |
|                            | ▪ Ability to form & monitor appropriate relationship & personal boundaries with children & young people.                                                                   | E | A     |
|                            | ▪ Emotional resilience in working with challenging behaviours.                                                                                                             | E | A     |
|                            | ▪ The postholder may be required to work outside of normal college hours on occasion, with due notice.                                                                     | E | A / I |
|                            |                                                                                                                                                                            | E | A / I |
|                            | ▪ 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. | E | A     |
|                            | ▪ An understanding of the principles of Keeping Children Safe in Education 2023 and a commitment to ensuring the health, safety and wellbeing of all children.             | E | A / I |