



Job Description

Job Title:	Administrative Support Officer
Scale:	4
School:	Trinity School
Reports to:	Office Manager
Responsible for:	N/A
Number of Posts Supervised/Managed:	0

1. Purpose of the Job:

Under the guidance of Senior Management and the Office Manager, provide comprehensive administrative support to the school in accordance with established office protocols.

Promote the school's commitment to delivering the highest quality public service to all stakeholders, ensuring accountability and responsibility in all actions.

2. Job responsibilities

- Lead, manage, and provide comprehensive administrative support for the statutory Assessments and Annual Review/EHC procedures for the school.
- Provide administrative support, including preparing folders, typing as needed, liaising with relevant professionals, collating documentation, and ensuring timely distribution of reports and minutes to parents and agencies.
- Complete and process curriculum reports for parents.
- Input student data into Integris as required.
- Set up pupil registers for the new academic year.
- Sort and file Annual Reviews/EHC Plans and other School Office administrative documents as needed.
- Utilise ICT to facilitate effective external and internal communications through emails, and minute meetings as necessary.
- Assist with the administrative support for Open Evening and similar events to ensure smooth and efficient coordination.
- Assist the school office with pupil attendance administration, including completing online registers, calling parents, and liaising with the Office Manager regarding pupil absences and tardiness.
- Type correspondence, and other school administrative documents as required.
- Photocopy, collate, and distribute school documents.
- Send messages via ParentHub when required.
- Cover Reception duties as and when required.
- Assist with the administration and maintenance for Class Dojo, setting up classes and liaising with SLT and teachers accordingly.
- Assist with the administration and maintenance of ParentPay.
- Any other administrative tasks as directed by the school within the scope of the Job Description and grade.

3. Safeguarding Responsibilities

To ensure attendance at School safeguarding training and to remain up to date with safeguarding responsibilities and School policies as they relate to this post.

4. Project Management

Undertake ad hoc assigned premises or health and safety related projects, ensuring that agreed outcomes are delivered on time, within budget and to the expected standard.

5. Customer Care

Provide services that are fair and accessible to all, challenging existing practices that support the traditional culture and promote the Customer First proposition across the Council and Trinity School.

6. Financial Management

Not applicable.

7. People Management

Postholder is not responsible for the day to day management, supervision or support of any designated staff.

8. Statutory Requirements

This post carries a requirement to have an Enhanced Disclosure and Barring (DBS) check for Children.

9. General Accountabilities and Responsibilities (All roles)

- I. Liaise effectively with Borough Finance and other relevant sections of the Borough's Children's Services Department and external agencies and organisations.
- II. Ensure compliance with appropriate legislation, Council Policies, the Council Constitution, Financial Rules and other requirements of the Council.
- III. Promote the development of a high-quality individual need led service, to comply at all times with the Council's policies and procedures, particularly those regarding Data Protection, Equalities and Diversity and Health and Safety.
- IV. Undertakes a proactive, committed approach towards the Council's Best Value ethos.
- V. Ensure compliance with and actively promote the Council's Equalities and Diversity policies and strategies including Equal Opportunities in Employment.
- VI. Ensure compliance with appropriate legislation, Council and School Policies, Standing Orders, Financial Regulations and other requirements of the Council/ School.
- VII. Ensure compliance with and actively promote Health and Safety at work legislation, School, Council and Departmental H&S policies and procedures.
- VIII. Comply with the competencies and standard requisites agreed by the Council as relevant to your post.
- IX. Ensure compliance with other School Procedures such as Safeguarding and Data Protection.

- X. Comply with the Data Protection Act 1998 (all employees of the Council will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired).
- XI. Take responsibility for continuing self-development and participate in training and development activities.
- XII. To share with other staff skills and knowledge relating to this post.
- XIII. As directed by the Headteacher, you may be required to cover or provide support to the other posts within the office administration/support services functions of the school.
- XIV. As directed by the School Business Manager, you may be required to cover or provide support to the other posts within the Finance and Facilities Team.

The above-mentioned duties are neither exclusive nor exhaustive and the postholder may be called upon to carry out such other appropriate duties as may be required by the Line Manager within the grading level of the post and the competence of the postholder.

The Job Description will be subject to annual review by the Headteacher and the postholder in order to take into account the changing needs of the school and conditions of service as outlined in the current document.

Postholder

Date

Headteacher

Date



Person Specification Template

Post Title	Administrative Support Officer	Grade	
School, Section	Trinity School	Date of Person Specification	July 2024

Attributes	Essential Criteria	Method of Assessment	Desirable Criteria	Method of Assessment
Experience	<ul style="list-style-type: none"> • Previous office experience including; organising meetings, taking minutes and managing processes. • Experience of setting up and maintaining systems and spreadsheets 	Application Test Interview	<ul style="list-style-type: none"> • Working within an office in an educational environment 	Application Interview
Education, Training And Qualifications	<ul style="list-style-type: none"> • Educated to at least 5 GCSE or equivalent 	Application Interview	<ul style="list-style-type: none"> • Equivalent related professional qualification. • Evidence of recent CPD 	Application Interview
Safeguarding	<ul style="list-style-type: none"> • Basic knowledge of safeguarding/child protection responsibilities of staff in Schools/education 	Application Interview		N/A
English Language Requirement	<ul style="list-style-type: none"> • Excellent understanding of English, speaking and listening skills 		<ul style="list-style-type: none"> • Excellent numerical, oral and written communication English language skills 	Application Test Interview
Relationships	<ul style="list-style-type: none"> • Excellent team working skills and proven experience of working well in a team. • Ability to communicate effectively with all members of the multi-disciplinary team at work. 	Application Interview		N/A

	<ul style="list-style-type: none"> Willingness to constructively challenge the work of self and others to continually improve own performance. 			
Equalities and Diversity	<ul style="list-style-type: none"> Commitment to the Council and School's Valuing Diversity and Equal Opportunities Policies Empathy with the aims of the School and to SEND pupils. 	Application Interview		N/A
Skills	<ul style="list-style-type: none"> Good knowledge and understanding of administrative processes and procedures. Excellent organisational, interpersonal and time management skills. Ability to use, to a good standard, a range of ICT packages including, Microsoft Excel and Word. Ability to work under pressure and meet deadlines. Ability to work independently, make informed decisions and demonstrate initiative. 	Application Test Interview	<ul style="list-style-type: none"> Strong attention to detail and able to produce work with a high level of accuracy. Good knowledge of Administrative processes Previous experience of EHCP protocols. 	Application Test Interview
Management, e.g. People, Finance and Skills	<ul style="list-style-type: none"> Ability to accurately manage projects. 	Interview		N/A

Please note, if you are disabled or have an impairment it will only be necessary to meet the essential criteria for shortlisting purposes