

Job Description

Office Administrator (Trips)

Purpose:	To be a member of the School administration team.
Responsible to:	Office Manager
Scope:	To undertake all duties assigned by the Office Manager.
Liaising with:	External Agencies, Teachers and Support Staff
Salary/Grade:	Essex 2020 Scale 3, point 4-5 (£16,957 - £17,297) including holiday pay
Main Duties:	<ul style="list-style-type: none"> • Oversight of Events/Trips/Visits • Oversight of the School Calendar • Parents Evening Coordination • General Office Administration
Additional duties:	<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example • To continue personal development as agreed • To actively engage in the staff review and development process • To attend first aid training and assist with administering first aid to pupils and staff, as required. • To undertake any other duty as specified by the school not mentioned in the above • You may be asked to work up to three Saturdays

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description and to respect confidentiality at all times.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out above. It is not necessarily a comprehensive definition of the post.

The duties and this job description will be reviewed at frequent intervals and may vary to meet the changing demands of the school at the reasonable discretion of the Headteacher at any time.

This is a Regulated Post and postholders will be required to have an enhanced DBS.

It is Westcliff High School for Girls' policy that all support staff should have the role of Lesson Supervisor as and when required; this is an additional area added to the job description and there will be additional payment for this work if the hourly rate for your normal job is less than that of a Lesson Supervisor.

Main duties and responsibilities:

- To supervise whole classes during the short-term absence of teachers and to give instructions for the lesson as provided by a teacher.
- To maintain good order, acting as a role model, setting high standards of conduct and behaviour, dealing promptly with conflict and incidents in line with established policy, reporting all concerns to an appropriate person.
- To keep pupils on task and respond to general enquiries.
- To provide general feedback to teachers.
- To be aware of and support difference, ensuring all pupils have equal access to opportunities to learn and develop.

Signed:Date:

Part time: 37 hours per week
41 weeks per year (Term time plus 5 INSET days plus 10 days during holiday)
8.30 am to 4.30 pm (4 pm one afternoon per week)

Person Specification**Experience:**

- Microsoft Office, specifically MS Excel and MS Word, administration and telephone experience is essential.
- Knowledge of school management system software (SIMS) would be an advantage.
- Experience of Social media and publishing software

Qualifications:

- Good standard of education.
- Literate & Numerate.

Knowledge and Skills:

- Good organisational skills.
- Accurate typing and word processing skills, visual and hard-copy proof-reading.
- Knowledge of Microsoft Office software, specifically MS Excel and MS Word.
- Ability to work to deadlines.
- Ability to work on own initiative.
- Excellent written and oral communication skills.
- Maintain confidentiality.
- Maintain and keep accurate records.

Aptitudes:

- To have a patient and tolerant, customer focused attitude.
- To give attention to detail.
- Able to work accurately under pressure and to deal with interruptions.
- Able to adapt quickly and effectively to changing circumstances/situations.
- To undertake repetitive tasks and deal accurately with these.
- Able to work independently as well as to develop effective working relationships and work as part of a team.