

Isle of Wight Council

Job Description



Identifying Facts	
Title of Post: Administration Officer – Grade 5	
Directorate: Education	
Section: Management and Administration	Date: May 2024
Responsible to: School Business Manager	

Job Purpose

Under the guidance of senior staff – provide general administrative / financial support to the school.

Major Tasks

1. Promote equality as an integral part of a role and treat everyone with fairness and dignity.
2. To develop and maintain a generic skill set that allows the Isle of Wight Council to employ your skills, abilities and experience across the Council and its formal partnerships as needed.
- 3.

Organisation:

4. Undertake reception duties, answering general telephone and face-to-face enquiries and signing in visitors.
5. Assist with pupil first aid / welfare duties, looking after sick pupils, liaising with parents / staff etc.
6. If required, assist in arrangements for school trips, events, after school clubs e.g. booking coaches.
7. Assist in completing risk assessments
8. Organise the maintenance and servicing of equipment e.g. photocopier.

Administration:

9. Provide general clerical / admin support e.g. photocopying, filing, complete standard forms, respond to routine correspondence.
10. Maintain manual and computerised records / management information systems.

11. Produce lists / information / data as required e.g. pupils' data.
12. Undertake typing and word processing and other IT based tasks.
13. Take notes at meetings.
14. Undertake administrative procedures.
15. Maintain and collate pupil reports.
16. Maintain and use the school's texting and e-mailing system with accuracy and efficiency of time, ensuring all necessary communication is clear and accurate.
17. Undertake routine administration of school lettings and other uses of school premises.
18. Provide personnel, administrative and organisational support to other staff
19. Contact contractors etc. for emergency repairs.
20. Staff CPD booking and monitoring.
21. Accident reporting

Resources:

22. Operate relevant equipment / complex ICT packages (e.g. Word, Excel, databases, Internet and the school website).
23. Provide advice and guidance to staff, pupils and others.

Responsibilities:

24. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
25. Attend and participate positively in relevant meeting as required.
26. Be aware of and support difference and ensure equal opportunities for all.
27. Contribute to the overall ethos / work / aims of the school.
28. Appreciate and support the role of other professionals.
29. Attend and participate in relevant meetings as required.

30. Participate in training and other learning activities and performance development as required.
31. Any other reasonable task that the Head Teacher requests.;

Safeguarding:

32. To have due regard for safeguarding and promoting the welfare of children at all times.
33. To brief all visitors to the school on the fire and safeguarding policies and procedures upon their arrival and signing in to the school.

General Data Protection Requirements:

34. To be fully compliant with the requirement of GDPR.

Generic quality statement: The Isle of Wight Council expects that its staff will adhere to its policies and procedures. All members of staff are expected to be familiar with procedures and undertake appropriate activities to support their learning and development.

Safeguarding - The Isle of Wight Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and operates stringent safer recruitment practices.

Diversity and Equality - All employees are expected to treat others with dignity and respect.

Health and Safety - The Isle of Wight Council has a duty to protect employees and all employees have a duty to protect themselves and others from harm as far as is reasonably practicable.

Data Protection and ICT Security – All employees are required to ensure that any information or data collected or input in to a Council system complies with the standards set out and any associated processes that are specific to an area of work.

This job description is correct as at the date given above. In consultation with the postholder it is liable to variation by management to reflect or anticipate changes to the job. As a term of employment the postholder may be required to undertake other duties in this post or, following consultation, any other post in any of the Isle of Wight Council's Directorates.