

We are looking to appoint a

Administration Officer

Grade	Actual salary £28,048-£30,407
Working hours	37.5 hours per week, 8.00am-4.00pm (with half hour unpaid break). Full time - 52 weeks per year.
Start Date	As soon as possible.

If you would like further information about the role or an informal chat, please contact the Mrs C Poulton, Deputy Headteacher either by telephone call 01256 322691 or email charmaine.poulton@aldworth.hants.sch.uk

The Blue Coat School, Basingstoke is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

CLOSING DATE
31 October 2024

INTERVIEW DATES
WC 4 November 2024

Administration Officer

The Blue Coat School

The Blue Coat School joined the South Farnham Educational Trust and is the second, secondary school alongside Brighton Hill School. As such, we are in a great position to be at the forefront of educational developments to provide the best possible school experience for our students.

There is a strong sense of community within the school and a real desire amongst staff to grow and develop our teaching and provision. We are committed to ensuring a truly inclusive, enjoyable and successful school environment for all children.

Every student has a place in our school and the team are committed to high standards and expectations in every aspect of our work. We aim to grow and develop as a school community to meet these expectations which will best prepare our students for a successful and happy life after their journey with us.

Administration Officer

The Administration Officer will be responsible for the management and administration of systems within the school. To develop, direct and coordinate an administrative team in providing a full range of administrative services to fulfil organisational business requirements. Our Admin Team are crucial to the smooth running of the school, demanding a high level of confidentiality and the ability to support the Leadership Team. Ideally you will have had previous school experience, including the use of SIMS, however training and support will be provided for the right candidate.

Candidates

We are looking to appoint a highly organised, efficient and enthusiastic person to join our warm and friendly administrative team. Although previous similar experience would be useful, this is not essential as full training will be provided. The school actively encourages applicants from a range of backgrounds and is proud of the diversity of the staff.

The Blue Coat School is committed to safeguarding young people and we ensure that all our recruitment and selection practices reflect this commitment. All appointments are subject to full safeguarding checks, including an enhanced DBS check. Any candidates selected for interview will be subject to an online search as part of our due diligence checks. The school reserves the right to close the position early on receipt of a strong application, so if you are interested we would urge you to apply sooner rather than later.

To apply, please complete the SFET Support Staff Application form (available on our website) and send by email to recruitment@aldworth.hants.sch.uk

For further information or enquiries, please use the above email address or contact us on 01256 322691.

JOB DESCRIPTION

Key Duties and Responsibilities

Administration

- Support with transition documentation and information sharing
- Support the Senior Leaders in administration tasks, such as liaison with external agencies
- Support and deliver parent communication e.g. letters, texts, emails, teacher to parent, parent bulletin
- Support and deliver attendance and behaviour letters
- Develop and maintain the administration of After School Reflections
- Oversee and deliver weekly staff bulletin
- Administration of Elective Home Education processes
- Collation of destination data for Year 11 students
- Develop and maintain an extensive range of customer/colleague contacts to develop and improve services and resources
- Ensure the provision of an effective hospitality and reception service which meets customer needs. Contacts will cover a wide range of visitors and areas within the school and will include responding to both routine and complex issues

Admissions

- All aspect of admissions to include processing of application form, set up pre admission meetings with student/parent and HOY, admission packs and admission/refusal letters
- Admit student into SIMS, allocate class assignments in liaison with HOY
- Liaison with other schools regarding provision and request for data and forwarding of files

Parents' Evenings

- Set up booking system for all parents' evenings
- Liaison with staff regarding availability, i.e. extra curricular clubs, ASR rota, etc.
- Release information and appointments to parents
- Arrange and set up the Main Hall for the evenings in liaison with the site team

Staff Management

- Manage office support staff as agreed with the Headteacher i.e. reception, and admin staff
- Operational responsibility for performance management of agreed support staff

Other Duties

- Occasional other admin duties may be required to support whole admin team
- Photographer schedules
- Assist with whole school events e.g. Opening Evening/Food Prep

You will be expected to support the aims and ethos of the school by setting a good example in terms of dress, punctuality and attendance, attending team and staff meetings and being proactive in matters relating to health and safety and safeguarding

PERSON SPECIFICATION

Essential	Desirable
<ul style="list-style-type: none">• 5 GCSEs (or equivalent) A-C/9-4 grades including English & Maths• High standard of accuracy and attention to detail• Excellent organisation skills• Able to prioritise workload• Good ICT skills, including Excel & Word• Ability to deal efficiently with high volumes of work and work to tight deadlines• Empathy with young people• Interpersonal skills• Flexibility• Able to work independently and as part of a team• Resilience and stamina• Confidence	<ul style="list-style-type: none">• A-Level or equivalent qualification• Prior knowledge of SIMS would be an advantage• Experience of working within a busy office environment