

Isle of Wight Council

Job Description



Identifying Facts

Title of Post: Administration Officer

Directorate: Education

Post No:

Section: Management and Administration

Date: 14 May 2014

Responsible to: Administrative Manager : 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.

Organisation:

3. Undertake reception duties, answering general telephone and face-to-face enquiries and signing in visitors.
4. Assist with pupil first aid / welfare duties, looking after sick pupils, liaising with parents / staff etc.
5. Assist in arrangements for school trips, events, etc.

Administration:

6. Provide general clerical / admin support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence.
7. Maintain manual and computerised records / management information systems.
8. Produce lists / information / data as required e.g. pupils' data.
9. Undertake typing and word processing and other IT based tasks.
10. Take notes at meetings.

11. Sort and distribute mail.
12. Undertake administrative procedures.
13. Maintain and collate pupil reports.
14. Undertake routine administration of school lettings and other uses of school premises.

Resources:

15. Operate relevant equipment / complex ICT packages (e.g. Word, Excel, databases, Internet).
16. Maintain stock and supplies, cataloguing and distributing as required.
17. Operate uniform / snack / other 'shops' within the school.
18. Provide advice and guidance to staff, pupils and others.
19. Undertake general financial administration e.g. processing orders.

Responsibilities:

20. 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.
21. Be aware of and support difference and ensure equal opportunities for all.
22. Contribute to the overall ethos / work / aims of the school.
23. Appreciate and support the role of other professionals.
24. Attend and participate in relevant meetings as required.
25. Participate in training and other learning activities and performance development as required.

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.