

## Job Description

### Administrative Support Officers

<b>Job Title</b>	Administrative Support Officer
<b>Grade</b>	Scale 4.7 – 4.10
<b>Hours</b>	36 hours per week (plus 30 minute unpaid daily break)
<b>Reports to</b>	Vice Principal KS3, 4, 5, Raising Standards Leader, Associate Assistant Vice Principal, Progress Manager, Heads of School
<b>Liaison with</b>	Teaching staff, support staff, students, partner schools, local organisations, agencies and professionals
<b>Job Purpose</b>	Support for Vice Principal KS3, 4, 5, Associate Assistant Vice Principal, Raising Standards Leader, Progress Manager of year group and a number of Departments and to become proficient in specific whole school roles
<b>Generic ASO duties</b>	<ul style="list-style-type: none"> <li>• Administrative duties including filing, word processing and telephone calls.</li> <li>• Establish and maintain contact with partner schools and organisations in the community.</li> <li>• Assisting in the booking of rooms and the smooth running of the assigned departments.</li> <li>• Involvement in the preparation of events in school.</li> <li>• Liaison with parents/carers, agencies and professionals where needed.</li> <li>• Meeting deadlines and working under pressure.</li> <li>• Such other reasonably requested duties as may be required as support</li> <li>• Take meeting minutes where necessary</li> <li>• Manage Daily Registers for your year group</li> <li>• Check your year group PP / disadvantaged students attendance daily</li> <li>• Contact Parents via Truancy Call for your year group and follow up parental concerns</li> <li>• Admit students for your year group</li> <li>• Log detentions for your year group</li> <li>• Attend Parents' Evenings (and provide staff refreshments etc)</li> <li>• Assist with your year group Rewards programme and reward evenings</li> <li>• Administer trips and visits for your year group</li> <li>• Provide administrative support for your Progress Manager and Vice Principal of your Key Stage and also their Raising Standards leader</li> <li>• Provide administrative support for a number of departments</li> <li>• Co-ordinate resources and upkeep of files.</li> <li>• Assisting on the Late at Gate Rota and Detention rota.</li> <li>• Support with basic first aid and triage of students in year group</li> </ul>
	<p>Plus specialist tasks which could include:</p> <ul style="list-style-type: none"> <li>• Year 7 – Admissions including transition workshops and holiday club</li> <li>• Year 8 – SEND/EAL Support</li> <li>• Year 9 – Whole School Trips &amp; Visits and Attendance</li> <li>• Year 10 – Healthcare &amp; Medical and whole school photos</li> <li>• Year 11 – Rewards System, Easter Revision Sessions and Year 11 Leavers events.</li> <li>• Year 12 &amp; 13 – Admissions including transition workshops, open evenings &amp; assisting with the organisation of Speech Night</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment</li> </ul>

	<ul style="list-style-type: none"> <li>The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade</li> <li>To support the ethos of the Academy</li> </ul>
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### Administrative Support Officer – Personal Specification

General heading	Detail	Examples
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Experience of general clerical work Educated to NVQ Level 2 or equivalent Completion of DCSF Induction programme
	Knowledge of relevant policies and procedures	General understanding of the operation of a school
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake calculations Ability to maintain and provide basic financial reports
	Technology	Ability to use photocopier Ability to use word processor and use various IT packages
<b>Communication</b>	Written	Ability to complete forms, letters and reports
	Verbal	Ability to exchange routine verbal information clearly with children and adults
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Consult with colleagues
<b>Working with children</b>	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Basic understanding of the learning experience provided by the school
	Child Development	Basic understanding of the way in which children develop
	Health & Well being	Understand the importance of physical and emotional wellbeing
<b>Working with others</b>	Working with partners	Understand the role of others working in the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with other adults in the school
	Information	Ability to provide timely and accurate information
<b>Responsibilities</b>	Organisational skills	Good organisational skills
	Line Management	N/A
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions
<b>General</b>	Equalities	Demonstrate a commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role