

Job description

Benhurst Primary School is part of LIFE Education Trust, a family of schools who work together and have the same mission, to build great learning communities which unleash creativity and champion optimism, in a spirit of compassion.

We are looking for brilliant people to join our school and Trust community who share and demonstrate our beliefs:

- Courageous Optimism
- Boundless Creativity
- Heartfelt Compassion

Job Title	Admin Support Officer (employees)
Grade	4.7- 4.10 Outer London
Contract Type	Permanent
Hours per week	20
Hours per day	8:30am – 12:30pm or 12:00pm – 4:00pm
Weeks per year	39 – Term time plus one week
FTE	47.3%
Based	Benhurst Primary School
Reports to	Operations Manager
Liaison with	Headteacher, SLT, Teaching and Support Colleagues, Pupils, Parents, External Agencies, Visitors, Governors
Admin Support Officer (employees)	
Job Purpose	Undertake personnel related administrative work and ensure an efficient and effective administrative service for the school
Specific Duties for Employees	
	<ul style="list-style-type: none"> • Manage any changes to personnel details or contracts within the management information system • Manage and record staff absences in the management information system in line with Trust policy • Share a daily absence information report with the Trust Operations team • Issue and track the return of employee return to work documentation ensuring these are completed in a timely manner • Run an employee absence report monthly and send to the payroll advisor by the required deadline • Issue and track annual holiday forms to full time employees ensuring approved requests have been recorded in the management information system and holiday tracker • Issues and track additional day worked forms where applicable ensuring information is shared with the Trust Operations team • Manage all employee leave of absence requests in line with trust policy ensuring approved requests are captured on the management information system and placed on file • Collate employee timesheets and cross reference with staff absence sheets. Timesheets to be passed to ASO finance for processing • Inform finance ASO of any unpaid absences • Manage, maintain and update the school Single Central Record as a 'Live Document'

	<ul style="list-style-type: none"> • Work with the Operations team for school recruitment and support with interview days • Maintain the Habitude onboarding system where required, keeping the Trust Operations team updated • Manage the pre-employment check processes for new employees in line with the Trust policy, safer recruitment and keeping children safe in education • Create, manage and maintain personnel files for all school employees ensure accurate record keeping adhering to GDPR and confidentiality • Manage the DBS check process for current employees with checks being renewed every 3 years • Raise any personnel queries / concerns regarding an employee with the Headteacher and Trust Operations team • Liaise with the Trust Operations team regarding contracts and personnel records • Return the annual School workforce census – checking data, collecting date, signatures, submission to the DofE
Administration	
Duties	<ul style="list-style-type: none"> • Ensure professional behaviours and attitudes are maintained at all times in the office environment • Ensure integrity, sensitivity and confidentiality are adhered to regarding pupil and employee situation and information • Communicate with all stakeholders, on the telephone and using email to respond to queries; provide information and services; take and record messages (using the school systems) • Use the school reprographics systems to copy and distribute documents, make sure there is a supply of the materials required to operate the systems and report and record faults. • Produce letters and documents using word processing equipment • Receive, sort and distribute incoming messages, post and deliveries and to collect and dispatch outgoing mail, packages and so forth • Support the organisation and arrangement of events – which may include (but not exclusively) training courses, assemblies, festivals and concerts – through the provision of materials, equipment, invitations, publicity and so forth • Use computerised management information systems and/or paper-based filing systems to enter record and retrieve data and make returns required by a variety of sources. • Fulfill reception duties including dealing with enquiries/visitors, lost property and deliveries • Deal with late arrivals/collections of children including appointments • Administer the communications service to parents • Compile and circulate the weekly Staff Bulletin • Follow processes and systems within the office, ensuring procedures are maintained • Ensure office efficiency • Have an understanding of all the ASO roles and fulfil required tasks in others absence where necessary
First Aid	
	<ul style="list-style-type: none"> • Ensure medication permission forms and information is gained from parents of those pupils requiring medication • Administer first aid where needed • Ensure the First Aid Process is followed and quality assured • Ensure that parents informed in line with the policy and pupils are collected where necessary • Supervise medication taken by pupils
General	

	<ul style="list-style-type: none"> • Welcome guests and visitors in a professional manner and provide refreshments where required • Ensure regular updates and communication with the Lettings Assistant regarding the school lettings calendar are received and understood • To take part in the Trust performance management system, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager and attend SDP/inset days. • To work in accordance with the values, culture, ethos, equalities and inclusion policies of the Trust proactively promoting anti-racist, anti-sexist and anti- discriminatory behaviours in the day to day operation of the job • Comply with individual responsibilities in accordance with the role, for health and safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Local Governing Committee is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share in this commitment <p>The duties above are neither exclusive or 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</p>
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This Job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

I acknowledge that I have seen and received a copy of the job description

Signed: _____ (Administrative Support Officer - Employees)

Date: ____ / ____ / ____



Person Specification

Knowledge, skill and experience requirements

	Essential (E) Desirable (D)	Application (A) Interview (I) Reference (R) Task (T)
Education and Qualifications		
Suitable in working with children and young people	E	A, R
Previous experience of working in a school office or similar environment	E	A, I, R
Previous experience of managing a team	D	A, I, R
Experience of working successfully with children	D	A, I
Good standard of general education with evidence of qualification and capacity with numeracy and literacy skills	E	A, I
Key Skills and Abilities		
Strong time-management and people skills, high degree of flexibility, and excellent multitasking ability	E	A, T, I, R
Demonstrate good communication skills, both oral and written, including presentational skills.	E	A, I, T
Advance MS Office skills		A, T
Experience of school-based software systems	D	A, T
Aptitude for learning new software and systems	E	A, I
Ability to work in a busy environment	E	A, I
Ability to work with a variety of Stakeholders	E	A, I
Ability to form and maintain good relationships	E	A, R
Strong organisational, project and time management	E	A, T
Ability to work as part of team or independently	E	A, I, R
Ability to inspire and motivate	E	A, R
Ability to prioritise, plan and organise with attention to detail	E	T, R
Demonstrable discretion	E	I, R
Attributes		
Reliable, respectful, responsible and conscientious approach. Demonstrates integrity	E	A, I, R
Flexibility to deal with the diverse needs of the post including ability to prioritise when balancing a number of different work requirements and projects	E	A, I, R
Establish and maintain appropriate professional relationships with staff and students.	E	A, I, R
Able to remain calm and composed under pressure and work to deadlines	E	I, R
Commitment to and understanding of equal opportunities and safeguarding	E	I, R
Reliable and a good time keeper	E	I, R
Adopts a positive attitude	E	I