



ADMINISTRATIVE OFFICER

Required for January 2019

Thank you very much for your enquiry about the post of Administrative Officer at the Dunraven Educational Trust. We are looking to appoint a well-qualified and enthusiastic individual to join the Dunraven Primary Phase team.

DUNRAVEN SCHOOL OVERVIEW

The school's aim is "Excellence for All" and the school wish to appoint candidates of significant ability and enthusiasm, aware of and stimulated by the challenges and potential of a successful and diverse co-educational school and keen to share in the development of our All Through Provision. Recognition of our marked progress has been significant and our journey as a school is important to us. For example:

- In February 2011 we were designated as both a National Support School and a Leading Edge School.
- In August 2011, we converted to Academy status.
- In 2012 we began our development as an All Through School with children starting in Reception in September 2013.
- In summer 2013 our £20 million BSF programme was completed.
- In October 2014 we were judged as outstanding in all areas, including both Early Years and the Sixth Form, by Ofsted.
- In 2016 we were designated as a National Teaching School and an Academy Sponsor. The Dunraven Educational Trust was established.
- In September 2018, our Multi Academy Trust was formally set up with the integration of Van Gogh Primary, soon to be followed by Goldfinch Primary school.

If you are successful in your application, you will join a staff who are hard-working, committed, positive in outlook and dedicated to the achievement of our students. We offer:

- a high standard of professional practice, with bespoke in-house CPD provision, and affiliation to nationally recognised courses and providers;
- a supportive and collegiate environment, with regular staff social and sporting activities (such as yoga, football and House events);
- a culture of high trust and accountability that values creativity and innovation, leading practice locally and nationally in a range of fields.

Further details about the post and how to apply can be found here <https://dunraven.careers.eteach.com/>. We look forward to receiving your application.

The closing date for receipt of applications is **Noon on Friday 14 December 2018**

Interviews will take place during the week commencing 17 December 2018



ADMINISTRATIVE OFFICER

Responsible to: Primary Administration Manager / PA to Head of Primary
Grade: NJC Spine Points 18-21 (£22,377 - £24,081)
Hours: Full Time (Term Time + or other flexible arrangements may be considered)

Before completing your application form, please read the job description and person specification carefully. In your supporting statement you should demonstrate how your qualifications, skills and knowledge meet the requirements for the post.

JOB DESCRIPTION

OVERALL RESPONSIBILITY

- To provide an efficient, flexible and high quality service in order to support the smooth running of the school office
- Use a variety of administrative processes and procedures and develop them as necessary
- Flexible to meet changing priorities
- Develop constructive relationships and communicate effectively with staff, students, parents/carers, other agencies and professionals
- Deal with internal and external queries in an efficient and effective manner
- Contribute to the overall ethos, work and aims of the school
- Have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school

DUTIES

Assist with the provision of reception, switchboard and administrative work in any of the school offices depending on priorities. Maintaining confidentiality, complying with the General Data Protection Regulations (GDPR) 2018 and following school procedures at all times.

- Be a first point of contact for all families, students and visitors; managing telephone and personal enquiries and passing on messages in a timely way
- Provide administrative support to Senior Team, Directors of Learning–Year and other staff as required
- Undertake typing and word processing including production of letters for detentions
- Gain a high degree of knowledge of the student management information system and update and produce standard reports and letters as required
- Undertake the filing of student and other records
- Undertake data entry as required
- Assist with the collection of income including use of Schoolcomms
- Assist with the administration of the authorisation procedures and record keeping
- Undertake the administrative and practical arrangements for parents' evenings
- Assist in the administration and organisation of school lettings and events
- Undertake photocopying and printing as required
- Be a named First Aider and provide basic first aid to students



JOB DESCRIPTION

DUTIES continued

- Maintain and re-order stocks of standard stationary and first aid equipment
- Be responsible for keeping the reception and office areas tidy and well organised
- Implement school policies consistently
- Participate in school appraisal scheme, including target setting and review
- Carry out any other responsibilities compatible with the role and grade of this post

SPECIAL REQUIREMENTS OF THE POST

- Provide assistance at school functions (e.g. open days, new intake interviews) as required
 - Be available to work during school term time
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PERSON SPECIFICATION

QUALIFICATIONS

Essential

- 5 GCSE A*-C including English and Mathematics
- Relevant ICT/Administrative training qualifications
- First Aid Certificate (or willingness to undertake training)
- Willingness to undertake further training as required

Desirable

- Education to at least Level 3 in a relevant discipline
- Graduate

SKILLS, KNOWLEDGE AND ABILITY

Essential

- Excellent communication and interpersonal skills with the ability to handle situations with tact and sensitivity
- Excellent written English, numeracy and communication skills including the ability to respond appropriately to staff, students, parents and other visitors to the school
- Excellent keyboard skills with fast accurate typing speed
- Strong knowledge of Microsoft Office applications including confident use of Word and Excel
- Ability to manage and prioritise workload
- Ability to work accurately with a high level of attention to detail
- Ability to work as part of a team and have a flexible approach
- Ability to use initiative
- Knowledge and understanding of children and ability to relate to them in a positive way
- Ability to respect confidentiality

Desirable

- Knowledge of School Management Information Systems (preferably SIMS)

HEALTH AND SAFETY

Work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the school.

Ensure compliance of procedures are observed at all times under the provision of safe systems of work through safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.

EQUAL OPPORTUNITIES

Take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

Dunraven is a non-smoking environment. Dunraven School is committed to the safety and protection of its students. A satisfactory enhanced DBS check is a condition of employment for all employees.