



Administrative Officer

Queen Elizabeth's Grammar School, Ashbourne Academy

Permanent

Required to work 37 hours per week 42 weeks per year

QEGSMAT is seeking to appoint an enthusiastic, supportive and well-organised person to work alongside a team of dedicated support staff at Queen Elizabeth's Grammar School Ashbourne Academy, providing a professional frontline service to students, parents and visitors.

It is necessary for the jobholder to have excellent communication skills, be organised, able to meet strict deadlines, to work on their own initiative and have attention to detail.

QEGSMAT vision is to 'Question, Explore; Give; Succeed' and our exceptional staff, strong leadership and motivated children and young people, as well as excellent facilities, provide the successful formula for this.

We offer candidates:

- Support, mentoring and professional learning appropriate to the post.
- A forward looking, hardworking and enthusiastic team of staff with the desire and skills to improve outcomes.
- A location which has a highly successful school, with an aspirational ethos which leads to excellent levels of achievement.
- Staff, students and governors are committed to working together to build a positive learning environment, ensuring continuing success for all students.
- Our core values include hard work and personal courtesy. We firmly believe that the aim of always doing one's best is the key to sustained success.

QEGSMAT is committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community. We are committed to the protection of children and vulnerable adults. Appointment is subject to a clear DBS check to an enhanced level.

If you would like to be part of this exciting new project, please visit www.qegsmat.com where you will also find the job description and application form. Alternately, you can contact us at hr@qegsmat.com

Closing date for applications: 17th August 2018 noon

Interview date: 22nd August 2018

Salary: Scale 4 £17,858 – £19,902 FTE (pro rata £16,191- £18,044)

Start date: September 2018



QUEEN ELIZABETH'S GRAMMAR SCHOOL

ASHBOURNE ACADEMY

JOB DESCRIPTION

Post Title:	Administrative Officer
Responsible to:	Headteacher's PA
Scale:	Scale 4
Weeks Per Annum:	42
Post Objectives:	To support the academy in improving outcomes for young people, ensuring they are healthy, safe, are able to enjoy and achieve, make a positive contribution and achieve economic wellbeing.

DUTIES AND RESPONSIBILITIES

Cover for Absent Staff

- Organise day to day cover for absent teachers;
- Oversee the staff absence diary, considering the cover implications of planned staff absence and reporting concerns to the academy's Leadership team as appropriate.

Administration

- Provide an efficient and effective secretarial, organisational and administrative support service to the Assistant Headteachers;
- Co-ordinate staff rotas including the Duty and Emergency Call Out rotas;
- Receive and make telephone calls on behalf of the Assistant Headteachers, dealing with general enquiries and redirecting calls as necessary;
- Acknowledge and/or deal with correspondence on behalf of the Assistant Headteachers;
- Arrange meetings on behalf of the Assistant Headteachers and co-ordinate all practical arrangements, ensuring agendas and supporting papers are distributed accordingly and in good time;
- Ensure the Assistant Headteachers are well prepared for meetings, ensuring they are fully briefed and in receipt of relevant papers in good time;
- Attend and accurately minute meetings as required by the Assistant Headteachers and distribute these accordingly;
- Arrange travel and, where required, accommodation for the Assistant Headteachers;

- Receive visitors to the office, providing hospitality as required;
- Maintain the filing systems of the Assistant Headteachers, ensuring documents are well organised, secure and accessible to authorised personnel;
- Support the organisation of school events as required by the Assistant Headteachers;
- Carry out specific projects and research as directed by the Assistant Headteachers;
- Check academy letters prior to their distribution, as required;
- Support the Examinations Officer, as required, with the organisation, administration and smooth running of internal external examinations.

METHODS OF WORKING

The post holder must:

- Work with information technology and associated systems;
- Maintain confidentiality and observe data protection and associated guidelines where appropriate;
- To maintain an awareness of Safeguarding Children initiatives;
- Understand and comply with the academy's Health and Safety Policy in the performance of their duties and responsibilities;
- Carry out the duties of the post in compliance with the academy's Equal Opportunities Policy;
- Understand and comply with all other relevant academy policies;
- Take an active part in appraising their own work against agreed priorities and targets in accordance with the academy's professional development and supervision arrangements;
- Undertake any necessary training associated with the duties of the post;
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.



QEGSMAT

PERSON SPECIFICATION

Administrative Officer

	ESSENTIAL	DESIRABLE
SKILLS	<ul style="list-style-type: none"> • Excellent communication skills both verbal and written • Systematic and practical with strong organisational skills • Self-motivated with the ability to manage time effectively and prioritise workload • Able to work under pressure and to meet deadlines • Proficient user of ICT including Microsoft Word and Excel • Practical and resourceful with a flexible approach to work • Effective communications skills • Ability to work as part of a team or independently • Ability to relate to both adults and students 	
KNOWLEDGE	<ul style="list-style-type: none"> • Understanding of the importance of regular student attendance and issues around non-attendance 	<ul style="list-style-type: none"> • Knowledge of Health & Safety Regulations
EXPERIENCE	<ul style="list-style-type: none"> • Understanding of the importance of regular student attendance and issues around non-attendance 	

	<ul style="list-style-type: none"> • Experience of working in a busy office environment fulfilling a range of administrative duties • Knowledge of attendance legislation 	
QUALIFICATIONS	<ul style="list-style-type: none"> • GCSE (or equivalent) Grade C or above in English and Mathematics 	<ul style="list-style-type: none"> • First Aid
QUALITIES	<ul style="list-style-type: none"> • Flexible, innovative and willing to embrace new ideas • Enthusiastic and self-motivated • Willing to develop through appropriate CPD opportunities • Ability to develop and maintain effective working relationships within differing contexts • Calm, patient and approachable in all situations with a strong customer care focus • Able to deal with confidential information in a sensitive manner 	

Print Name:

Signed:

Date: