



## **Administrative Officer**

### **Chellaston Academy**

### **Required to work 37 hours per week 42 weeks per year**

#### **Permanent**

QEGSMAT is seeking to appoint an enthusiastic, supportive and well-organised person to work alongside a team of dedicated support staff at Chellaston 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.

#### **The application process:**

At present, we welcome school visits for interested parties, or if you wish to have an informal conversation to discuss the role in more detail, we would be happy to arrange this. Please call 01332 702502.

Further details about our school can be found on our website: [www.chellaston.derby.sch.uk](http://www.chellaston.derby.sch.uk)

QEGSMAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to an Enhanced DBS check. Further information about our commitment to Safeguarding can be found -

<https://www.qegsmat.com/documents/safeguarding>.

To apply for this position please visit [www.qegsmat.com](http://www.qegsmat.com) where you can apply via TES. Alternately, you can contact us at [hr@qegsmat.com](mailto:hr@qegsmat.com).

**Closing date for applications: 16<sup>th</sup> July 2021**

**Interview date: 21<sup>st</sup> July 2021**

**Salary: Scale 4 £20,092 – £21,748 FTE (pro rata £18,279 - £19,786)**

**Start date: As soon as possible**



## **JOB DESCRIPTION**

<b>Post Title:</b>	Administrative Officer
<b>Responsible to:</b>	Headteacher's PA
<b>Scale:</b>	Scale 4
<b>Weeks Per Annum:</b>	42
<b>Post Objectives:</b>	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.

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

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

**Print Name:**

**Signed:**

**Date:**