

Salary Range:	Band 6
Accountable to:	Headteacher/Operations Manager
Place of Work:	Gatcombe Park Primary School
Hours:	37.5 hours per week

Role Remit:

At Hamwic Education Trust (HET), our Admin Officers, under the direction of the Headteacher/Operations Manager, are responsible for;

- Providing a comprehensive administrative support service to the school, ensuring smooth and efficient daily operations and acting as a key point of contact for the administrative function
- Line managing the school administration team, providing guidance and support, allocating work and carrying out professional development meetings
- Maintaining key systems and records, ensuring data is accurate, up to date, and managed securely in line with Trust policies and statutory requirements

Main Responsibilities:

- Oversee and coordinate the day to day operations of the school office
- Manage a small team (e.g. admin, cleaners, midday supervisors), as determined by the operational needs and structure of the school, providing guidance and support, setting priorities and carrying out professional development meetings
- Provide an efficient and comprehensive administrative support service, including:
 - greeting visitors
 - dealing with routine enquiries from parents, the Local Authority and other agencies/organisations via in person, phone, email or post
 - word processing correspondence and other documents
 - record keeping, photocopying and filing
- Ensure that all orders, payments and invoices are processed efficiently and recorded on the school finance system
- Responsible for the delivery of specific administrative functions (e.g. finance, HR, attendance, health and safety, or premises admin), as determined by the operational needs and structure of the school
- Provide administrative support to the Head Teacher as required
- Promote and manage school lettings in line with HET procedures
- Administer, organise and maintain pupil and employee databases and associated records
- Design, prepare and produce relevant school documents
- Establish and maintain procedures for pupil welfare, including the administering of First Aid and medicines and notifying parents when children are ill

- Administer the arrangements for any After School Clubs/Extended Schools activities and the letting of the school premises to outside organisations
- Oversee the deployment of staff including school rota's and absence cover and arranging supply
- Carry out other administrative procedures, within the responsibility level of the post, as directed by the Head Teacher
- Act as the Schools Data Protection Compliance Officer, attend training as appropriate and ensure the school follows HET's guidance on data protection matters including maintaining the school data map, following data breach procedures, carrying out data privacy assessments where necessary and ensuring all staff have completed GDPR training on a regular basis

General School Duties:

- Assist with general school/administrative duties, including but not limited to:
 - Managing and delivering a range of school admin duties, as directed by the Headteacher
 - Supervising children entering and leaving school premises
 - Liaising with parents, carers, and external agencies as needed
- Attend staff meetings, INSET days, and contribute to school development.
- Demonstrate a proactive commitment to continuous professional development, actively engaging in HET's development opportunities

Work Environment:

- This is primarily an office based role. Postholders will work as members of school teams, working with teachers, nursery leaders and pupils to make a major impact on teaching and learning.
- The role is primarily sedentary, desk based work however the role holder may occasionally be required to exert moderate physical effort, for example periods of standing/crouching/bending to engage pupils in activities.
- The role holder will be expected to positively support pupils in managing their behaviour, using appropriate strategies to encourage engagement, self-regulation, and respectful interactions.
- There is a requirement to support and deliver first aid to pupils, which could include attending to a pupil with soiled clothing due to sickness or toileting problems.

Safeguarding:

The post is subject to an enhanced DBS check and satisfactory references. The post holder is expected to demonstrate a strong commitment to safeguarding and promoting the welfare of children and young people, and to follow HET and the schools' safeguarding and child protection policies. They must ensure a safe working environment for pupils and staff alike and comply with HET health and safety policies.

Hamwic Education Trust is committed to promoting equality, diversity and inclusion and welcomes applications from all sections of the community.

Other Duties:

At an appropriate level, according to the job role, grade and training received, all employees in HET are expected to:

- Support the vision, ethos and strategic aims of HET and participate to the one team approach, All About the Child and What About Sam?
- Attend and contribute to staff meetings and training days as required and identify areas of personal practice and experience to develop.
- Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/academy and keep confidences appropriately.
- The post holder at all times, whether or not in the employ of our schools or HET and except where such information is in the public domain maintain the strictest secrecy with regard to the business affairs of our schools or HET and its customers/stakeholders, products and product lists.
- Be aware of health and safety issues and act in accordance with the Health and Safety Policy.
- To liaise with other staff, contractors and outside agencies/organisations as appropriate.

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar, and they have appropriate qualifications or received appropriate training to carry out these duties.

Manager Signature:

Employee Signature:

Date:

Specification Area	Description	Essential (E) / Desirable (D)
Skills, Knowledge & Aptitude	Ability to solve routine problems and use judgement appropriately.	E
	Knowledge of school administration procedures	D
	Ability to communicate information and ideas effectively to a range of audiences, including colleagues, pupils, parents and external agencies/contractors	E
	Ability to work unsupervised, as well as within a team	E
	Ability to use own judgement and initiative	E
	Ability to handle confidential information with discretion	E
	Demonstrate a proactive commitment to continuous professional development, actively engaging in HET's development opportunities	E
	Knowledge of school's behaviour and management policy and procedures	E
	Knowledge of HET's Child Safeguarding procedures	E
	Commitment to equity, diversity, and inclusion	E
	Knowledge of Data Protection statutory frameworks, policies and procedures	E
Qualifications & Training	GCSE 9-4 / A*-C including maths and English	E
	First Aid qualification	D
Experience	Experience line managing a small team	E
	Experience in a clerical or administrative role	E
	Experience effectively using computer systems/MIS (Microsoft, Bromcom etc)	E

	Experience in Data Protection	E
Personal Attributes	Professional integrity and confidentiality	
	Positive and optimistic	
	Sense of accountability	
	Emotional resilience and the ability to remain calm and focused under pressure	
	Able to work in a professional manner as part of a team	