**JOB DESCRIPTION**

**Administrative Officer**

**Salary** Grade 3

**Location** Fir Vale Academy Trust, Owler Lane, Sheffield. S4 8GB

**Contract Type** Full Time,

**Contract Term** 37 hours per week, 39 weeks per year

**Overall purpose of the post**

* To provide a professional and efficient administrative service for the School

**Responsibilities and accountabilities**

1. Responsibility for answering incoming calls to the School
2. Responsibility for greeting and dealing with visitors to the School.
3. Ensuring all visitors to the School are recorded and have completed the relevant ‘signing-in’ process and ensuring safeguarding procedures are met.
4. Administrative support to the Attendance Team as directed by the Attendance Manager.
5. Opening and distribution of post and parcels delivered to the School.
6. To operate office equipment e.g. computers, photocopiers and telephones.
7. Responsibility for administration and typing duties to support the school.
8. Responsibility for providing a reprographics service to the school.
9. To be part of the school’s first aid team. (training provided)
10. Providing organisational support for student vaccinations programmes.
11. Contacting the Emergency Services as directed during any emergency.
12. Collecting and storing all lost property.
13. General administrative duties for the School including supporting other teams.
14. Contribute to team working by supporting colleagues across the school.
15. Contribute to the overall ethos/work/aims of the school
16. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
17. Participate in training and other learning activities as required.
18. To comply with the School policies and procedures at all times.

Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Other duties as may be reasonably required in agreement with the Headteacher