



# SLOUGH AND ETON CHURCH OF ENGLAND BUSINESS AND ENTERPRISE COLLEGE

## JOB DESCRIPTION

### Effective Date:

<b>Post Title:</b>	<b>GENERAL ADMINISTRATOR</b>
<b>Post Holder:</b>	

### MAIN PURPOSE OF JOB

To assist in the day to day administration of the school by providing support for teaching staff and students, lead of the administration of careers and business and enterprise work and be the support administrator for attendance.

### POSITION IN ORGANISATION

The post holder is accountable to the Headteacher.  
Direct line management is carried out by the Admin Manager

### MAIN ACCOUNTABILITIES

To work as part of the office admin team:

- **Attendance Administration** – be the admin support with attendance in morning.
- **Careers co-ordinator** - all mornings aspects of the administration linked to Careers information, advice and guidance.
- **Business and Enterprise** – be the admin link for this aspect of the school work.
- **General Administration** - typing letters, covering student reception, receptionists cover etc.
- **Filing**– keep all student files up to date and in date order, monitor who takes files out and when they are returned. Set up files for new intake of students and archive leavers.
- **First Aid**
- **Performance Management**
  - To actively engage in the Performance Management Review process.
  - To participate in arrangements for further training and development in the relevant areas.
- **Other**
  - Ensure that all duties and services provided are in accordance with the School's Equal Opportunities framework.
  - Carry out any other duties as directed by the Headteacher, as may from time to time be agreed, in accordance with the nature of the job as described above.
  - You are required to comply with the school's Health and Safety policy and procedures at all times.

**Confidentiality**

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Slough and Eton School or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

**GDPR**

During the course of your employment you will have access to data and personal information which should be managed in accordance with the General Data Protection Regulations (GDPR).

**Safeguarding Children**

In accordance with the Trust’s commitment to follow and adhere to the most recent versions of the Department for Education’s (DfE) guidance entitled "Keeping Children Safe in Education" and “Safeguarding Children and Young People and Young Vulnerable Adults Policy” and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the Trust. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the Trust.

You are also required to know and comply with the most recent version of the DfE document ‘Guidance for Safer Working Practice for Adults who work with Children and Young People.’ You are required to have satisfactory Enhanced DBS clearance with barred list information. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and dispatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the school and uphold public trust and confidence at all times.

Signed:..... Date: .....



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### Person Specification

#### GENERAL ADMINISTRATOR

	Essential	Desirable
<b>Qualifications</b> <ul style="list-style-type: none"> <li>▪ 5 GCSEs at Grade C or above including English and Maths or equivalent</li> </ul>	√	
<b>Knowledge and Skills</b> <ul style="list-style-type: none"> <li>▪ Ability to work on own initiative as well as part of a team</li> <li>▪ Excellent organization skills, attention to detail</li> <li>▪ Understanding of basic double entry bookkeeping and accounts to trial balance</li> <li>▪ Good Microsoft Excel skills and other Microsoft packages</li> </ul>	√ √ √ √	
<b>Experience</b> <ul style="list-style-type: none"> <li>▪ Experience working in a high volume environment</li> <li>▪ Excellent written and oral communication skills</li> <li>▪ Experience of working in a school environment</li> </ul>	√ √	√
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>▪ High quality communication skills</li> <li>▪ A sense of humour</li> <li>▪ A flexible and adaptable approach</li> <li>▪ A desire to continue to learn and develop</li> <li>▪ Resilience and determination to be successful</li> <li>▪ Commitment to safeguard and promote the welfare of children and young people</li> </ul>	√  √ √ √ √	√