

## Job Description

Job Title	<b>Office Administrator</b>	Department	<b>Admin</b>
Reporting to	<b>Site Coordinator</b>	Grade	<b>4</b>
Hours per week	<b>Negotiable</b>		
Hours of Work	<b>To be confirmed</b>		

**Summary:** The office administrator supports both students and the management of the Academy by providing administrative, organisational and logistical services. This support will ensure that the highest quality teaching and learning takes place and that the aims and objectives of the Academy Development Plan are achieved.

### Principal responsibilities

- Prepare, receive and distribute written communication
- Routine office administration including photocopying, scanning, filing
- Provide a first point of contact for students, parents, visitors, pastoral and support needs
- Update display boards in offices and classrooms
- Other duties deemed appropriate by the Site Coordinator

### Universal

- To be personally committed to the process of continuous improvement in the Academy
- To participate in relevant staff development and training activities
- To participate in personal Professional Development
- To comply with Health and Safety requirements
- To comply with "Rights and Responsibilities"
- To be committed to safeguarding and promoting the welfare of children and young people
- To be prepared to undertake First Aid Training if required

Name:

Signed:

Date:

Name:

Signed:

Date:

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Headteacher: **Jo Halliday BSc Hons Dip M NPQH**

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## SELECTION CRITERIA:

SPECIFICATION (Job Related)	ESSENTIAL	DESIRABLE
Education	English and Maths GCSE	Experience of working in a school
Knowledge	Computer literate and able to use a range of computer office packages  Good word processing, spreadsheet and data base skills including word and excel	Willingness to undertake First Aid training  Willingness to undertake relevant Health & Safety training
Skills	Good inter personal skills  Good numeracy and literacy skills  Good communication skills both verbal and written	
Personal Qualities	Work independently and take responsibility for the completion of a task  Work as part of a team  Relate well to young people  Display flexibility in working hours and location	