

WAKEFIELD GRAMMAR SCHOOL FOUNDATION

JOB DESCRIPTION

Post Title:	QEGS School Office Administrator
Department:	Administration, Queen Elizabeth Grammar School
Responsible to:	Senior Leadership Team (SLT) through Office Manager
Responsible for:	Nil
Grade:	WGSF Grade F
Job Purpose: Perform administrative duties within the school as and when required and directed by the SLT and Office Manager. Respond to the needs of the teaching staff, pupils, and parents. Present a good image of the school through all forms of communication. Specific administrative support to the Junior Section, working independently in the Junior Section office as necessary.	
<u>Main Duties and Responsibilities:</u> Whole School Administration: Undertake work as directed by the Office Manager, as and when required, in addition to that specified below: <ul style="list-style-type: none">• Deal professionally with all parents/visitors.• Liaise with students that come to the Office who are experiencing problems and resolve problem or direct students accordingly.• Answer the telephone in a professional friendly manner to provide information, take messages and transfer calls. Use own initiative to deal with independent issues posed by parents/suppliers to the school.• Provide Attendance Administrators, both Junior and Section, each morning with absence and late lists compiled from a combination of phone-calls and emails.• Undertake GoogleDoc (and where necessary MS word) processing work and compose or transcribe from rough draft (checking for, and amending, any spelling, grammatical or date errors) correspondence, bulletins, and other material for relevant teaching staff – saving in appropriate place in electronic filing system.	

- Effective use of 'Firefly', the Parents'/Students' Communication Platform, including creating, distributing correspondence from within it and running and manipulating data generated from the platform.
- Proficiently use Microsoft Office Excel and GoogleSheets to record and manipulate data.
- Produce and use School Information Management System (SIMS) reports to assist with the generation of:

Emergency contacts and medical detail reports.

Data for mail merge (e.g. labels, letters etc).

- Help to maintain accurate students' details in SIMS and circulating any alterations.
- Have a working knowledge of the School Cloud, Parents' Evening System.
- Assist with all types of postage tasks.
- Share responsibility for mail runs during the day with other members of the Office team and franking of the mail ready for collection in the evening.
- File relevant information relating to students.
- Organise and manage office procedures effectively and show efficient use of time.
- Provide and deal with information effectively and efficiently.
- Work on own initiative but when required be willing to work as a team.
- Attend and participate in meetings as required.

Junior Section Specific Administration:

- Manage Junior Section After School Care information, including establishing initial attendance information, producing daily registers of attendance and the ordering of catering for the students tea.
- Organisation of Junior Section Speech Day with the support of the Office Manager.
- Assist with Information Morning with support of the Office Manager.
- Administrative Support for the Junior Section Charities Days and Parents Events, such as the Spring Concert, Carol Service and Grandparents Afternoon.
- Maintain the Junior Section trips documentation, including producing medical details reports.

- Support Junior Section boys with ensuring attendance at individual music lessons.
- Prepare and Maintain Junior Section Fire Registration Lists.
- With the assistance of the Reprographics Technician, provide reprographic support to the Junior Section teaching staff.
- Point of contact for Junior Section Parents' Association.
- Work independently in the Junior Section Office area as necessary.

General Staff Requirements

All school staff are expected to:

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the performance review process.
- Adhere to school/Foundation policies.
- Attend and participate in meetings as required. To attend all of School Information Morning (payment is included in the salary).
- To be aware of and comply with policies and procedures relating to Child Protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- To be aware of and understand the role that all staff have in relation to the safeguarding of pupils and to comply with policies and procedures relating to Safeguarding and Child Protection, reporting all concerns to the Designated Safeguarding Lead.
- To comply with policies and procedures relating to health and safety, security, confidentiality and data protection/GDPR, reporting all concerns to the appropriate person.
- To carry out any other duties as reasonably requested by the Head or any other Senior Manager or Office Manager commensurate with the grade of the post.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications <ul style="list-style-type: none"> ● Good standard of general education and IT skills 	√	
Experience <ul style="list-style-type: none"> ● Administrative experience ● Successful experience of working in a team ● Successful experience of customer services 	√ √ √	
Knowledge <ul style="list-style-type: none"> ● Knowledge and experience of email, Word and Excel ideally using Google Workspace 	√	√
Skills / Attributes <ul style="list-style-type: none"> ● Keyboard / WP skills ● Excellent written and verbal communication skills ● Ability to respond to flexible demands ● Ability to work on own initiative ● A high level of interpersonal skills ● Dependable, trustworthy and able to meet deadlines ● Displays a smart and professional appearance ● To display patience, tact and diplomacy when dealing with a variety of situations ● Able to work constructively as part of a small team demonstrating a flexible and adaptable attitude ● Willingness to undertake further training e.g SIMS, Invenry, School Cloud, School Comms, Google Workspace and First Aid 	√ √ √ √ √ √ √ √ √	

ADDITIONAL INFORMATION FOR CANDIDATES

- Wakefield Grammar School Foundation operates its own pay structure. The actual starting salary for this post is £15,629.06 per annum (£19,726 FTE) with progression to £17,176.44 per annum (£21,679 FTE) subject to the pay progression arrangements for WGSF Grade F.
- This role is term time only (including all INSET) working 37.5 hours a week, 8.30 am to 5.00 pm Mondays to Fridays with a one hour unpaid lunch break.

We offer the following to staff:

- Annual holiday entitlement is 4 weeks holiday per annum (increasing to 5 weeks after 5 full years' service), 10 statutory days and a further 3 concessionary days at Christmas. Holiday entitlement is pro-rata for part-time posts and is included in the salary calculation.
- WGSF operates a money purchase pension scheme which employees are eligible to join on commencing employment depending on auto-enrolment requirements. Contribution rates are currently 3.75% for the employee and 8% for the employer, based upon gross salary, with an option to increase up to 5.25% and 11% respectively.
- Foundation staff are eligible for a discount on the fees in respect of their children attending Foundation schools (excluding the Nursery) subject to Foundation policy.
- Free car parking available and subsidised school lunches (during term time only).
- Access to our free 24 hour Employee Assistance Programme.
- An offer of employment will be subject to the receipt of 2 references considered satisfactory to WGSF, a satisfactory Enhanced Disclosure and Barring Service Check, relevant Disqualification checks, evidence of eligibility to work in the UK and a satisfactory health questionnaire and any other checks appropriate to the role. An appointment with the Foundation is also subject to the satisfactory completion of a probationary period of 6 months.

General Information About Applying for the Post

- Further details and an application form can be obtained from our website www.wgsf.org.uk or by contacting the HR department at jobs@wgsf.net.
- Completed application forms should be returned by **9.00 am on Friday 26th November 2021** to the HR Department at jobs@wgsf.net
- Candidates who are short listed will be invited to interview. If you have not been contacted within four weeks of the closing date please assume you have been unsuccessful on this occasion.