



PARTNERSHIP LEARNING
RIVERSIDE SCHOOL
Excellence for All



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POSITION: OFFICE ADMINISTRATOR

SCALE: APT&C Scale (3 or 4)

HOURS & PAY: 35 Hours per week Term Time Only.

PURPOSE OF JOB:

- To support the School Business Leader in all administration tasks.
- To provide administrative support for the main office under the direction of the School Business Leader
- To be responsible for safeguarding and the welfare of all children within the school

MAIN ACTIVITIES:

1. Entering pupil details on the SIMS system to maintain an up to date register
2. Keeping up to date records on all pupils including contact details in compliance with the data protection act
3. Answering the telephone
4. Dealing with general enquiries from parents, pupils, staff
5. Dealing with deliveries
6. Using initiative and creativity in the role when required
7. Welcoming guests and offering refreshments
8. Undertaking filing as and when necessary

The above mentioned duties are neither exclusive nor exhaustive and the postholder may be required to carry out such other appropriate duties as may be required by the School Business Leader or Principal within the grading level of the post and the competence of the postholder.



PERSON SPECIFICATION

OFFICE ADMINISTRATOR

SKILLS & EXPERIENCE

Essential	Desirable
<ul style="list-style-type: none">• Proven experience in administration including the development, management and operation of administration and management systems• Experience of liaison with External partners• Knowledge of Microsoft Office including Word and Excel• Database knowledge• Knowledge of preparing reports, minutes, general correspondence	

COMMUNICATION AND INTERPERSONAL SKILLS

Essential	Desirable
<ul style="list-style-type: none">• Excellent communication skills• Excellent interpersonal skills demonstrating the ability to relate well to pupils, parents and staff• Able to act with confidentiality, tact and discretion• Demonstrates a courteous and friendly approach• Work as part of a team• Proven organisational skills with a high level of accuracy• Ability to be flexible and to adapt to changing and challenging circumstances• Operate calmly and effectively• Show initiative and be self-motivating• Ability to manage a variety of tasks competing priorities and meet	



deadlines. <ul style="list-style-type: none">• Ability to formulate ideas and solutions and present them effectively	
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ATTITUDE & MOTIVATION

Essential	Desirable
<ul style="list-style-type: none">• Ability to develop and motivate a team.• Delegating duties as required.• Ability to evaluate own development needs, those of other members of a team and address them through the performance management scheme.• Evidence of continuing professional development.• Proactive and self-motivated.• Planning and organisational skills to meet deadlines	