



Administrative Officer

Queen Elizabeth's Grammar School

Permanent

37 hours per week, 42 Weeks per year

Mon – Fri - 07.30hrs to 15.30hrs

Pay Scale - £26,736 - £28,475 FTE – (£24,873 - £26,491 Pro rata)

QEGSMAT are seeking to appoint an enthusiastic Administrative Officer to join our hardworking and high achieving team at Queen Elizabeth's Grammar School.

It is necessary for the jobholder to have excellent communication skills, be organised, able to meet strict deadlines, to work on their own initiative and have attention to detail.

Nestled in the picturesque Derbyshire Dales in the idyllic town of Ashbourne, Queen Elizabeth's Grammar School is an academic and vibrant rural comprehensive school with a very successful Sixth Form.

Queen Elizabeth's Grammar School a proud member of QEGSMAT. The Trust's values are for students to 'Question, Explore; Give; and Succeed'. Our exceptional staff, strong leadership, motivated children, as well as excellent facilities, provide the successful formula for this.

At QEGSMAT we believe and promote that exceptional workforce creates exceptional results; they transform lives and transform futures. We support every pupil to achieve their full potential and become a confident, resilient, and compassionate individual who can make a positive contribution to society.

Why work for us?

- At QEGSMAT, we value the hard work and dedication of our team members, and as such we believe that progression should be a simple process. That's why we are proud to offer an Automatic Pay Review program, rather than the traditional annual pay and performance review, as part of our comprehensive benefits package.
- Continual access to CPD opportunities. QEGSMAT works with a large number of organisations to develop staff to fulfil their aspirations and potential. We are committed to providing first-rate training and development to all our staff within this evolving Trust.
- We are committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community.
- QEGSMAT is a recognised Disability Confident employer.

- All staff have access to our Employee Assistance Programme which provides confidential, independent and unbiased information and guidance 24/7. This can also include bespoke counselling sessions for staff if needed.
- All roles are subject to nationally agreed terms and conditions of service.
- Access to the Local Government Pension Scheme (LGPS) with employer contributions of 23.4% for Derbyshire support staff.
- Family-friendly policies.
- Access to Flu Vaccines.
- Opportunity to work flexibly.
- Access to 750+ discounts on everyday essentials via our benefit package with Vivup



QEGSMAT is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is a criminal offence to engage or seek to engage in regulated activity or regulated work with children, if you appear on the DBS barred list. All appointments are subject to an Enhanced DBS check and be eligible to work in the UK.

Further information about our commitment to Safeguarding can be found -

<https://www.qegsmat.com/documents/safeguarding>

Please be aware, the Trust may also consider performing an online presence check as part of their pre-employment checks.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any cautions, convictions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

If you are interested and wish to have an informal conversation to discuss the role or would like to visit the school, we would be happy to arrange this. Please call Sarah Smit 01335 343 685

Further details about our school can be found on our website:

<https://www.queenelizabeths.derbyshire.sch.uk>

To apply for this position, please visit <https://qegsmat.face-ed.co.uk/vacancies>

Closing date for applications: 22nd September 2025 at Noon

Interview date: 29th September 2025

Salary: Pay Scale - £26,736 - £28,475 FTE – (£24,873 - £26,491 Pro rata)

Potential Start date: ASAP



JOB DESCRIPTION

Post Title:	Administrative Officer
Reporting to:	Headteachers PA
Scale:	Scale 4
Disclosure Level:	Child Workforce - Enhanced, Childs Barred list

Purpose Of The Post:

Support the school in improving outcomes for young people, ensuring they are healthy, safe, are able to enjoy and achieve, make a positive contribution and achieve economic well-being. It will be necessary to work with information technology and associated systems in accordance with school policies.

Main Duties:

- Record staff absence on the school's management information and HR systems;
- Arrange cover for absent staff in a timely manner;
- Oversee the staff absence diary, consider the cover implications of planned staff absence and report concerns to the academy's Senior Leadership Team;
- Co-ordinate staff rotas including the Duty and Emergency Call-Out rotas;
- Administer all student admissions to the school;
- Provide an efficient and effective secretarial, organisational and administrative support service to the Deputy and Assistant Headteachers;
- Receive and make telephone calls;
- Deal with general enquiries;
- Deal with correspondence on behalf of the school;
- Arrange meetings and ensure agendas and supporting papers are distributed in good time;
- Attend and minute meetings as required;
- Arrange travel and, where required, accommodation for the Deputy Headteachers and Assistant Headteachers;
- Receive visitors to the office, providing hospitality as required;
- Maintain organised filing systems;
- Support the organisation of school events;
- Carry out projects and research as required;
- Support the Examinations Officer with the organisation, administration and smooth running of internal and external examinations.

The post holder is expected to:

- Maintain strict confidentiality and adhere to data protection legislation and associated Trust policies at all times.
- Demonstrate a clear understanding of, and commitment to, safeguarding and child protection, maintaining an awareness of relevant procedures and responsibilities.
- Comply with the Trust's Health and Safety Policy and ensure safe working practices in the performance of all duties.
- Uphold and promote the principles of the Trust's Equal Opportunities Policy in all aspects of the role.
- Adhere to all other relevant Trust and school policies and procedures.
- Undertake any training and professional development necessary to effectively carry out the duties of the post.
- Perform any other reasonable duties commensurate with the level and responsibilities of the role, as required by the Trust.



Person Specification – Administrative Officer

Criteria	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> GCSE (or equivalent) Grade C or above in English and Mathematics 	<ul style="list-style-type: none"> First Aid 	Application Form Certificates
Experience	<ul style="list-style-type: none"> Experience of working in a busy office environment fulfilling a range of administrative duties 	<ul style="list-style-type: none"> Experience of working within a school 	Interview
Skills	<ul style="list-style-type: none"> Excellent communication skills both verbal and written Systematic and practical with strong organisational skills Self-motivated with the ability to manage time effectively and prioritise workload Able to work under pressure and to meet deadlines Proficient user of ICT including Microsoft Word and Excel Practical and resourceful with a flexible approach to work Effective communications skills Ability to work as part of a team or independently Ability to relate to both adults and students 		Interview

Knowledge	<ul style="list-style-type: none"> • Knowledge of different IT systems and school procedures around safeguarding. 	<ul style="list-style-type: none"> • Knowledge of Health & Safety Regulations 	Interview Certificates
Personal qualities	<ul style="list-style-type: none"> • Flexible, innovative and willing to embrace new ideas • Enthusiastic and self-motivated • Willing to develop through appropriate CPD opportunities • Ability to develop and maintain effective working relationships within differing contexts • Calm, patient and approachable in all situations with a strong customer care focus • Able to deal with confidential information in a sensitive manner 		Interview