



ADMINISTRATION OFFICER

Queen Elizabeth's Grammar School

Permanent

37 hours per week, 42 weeks per year

Pay Scale 4, £24,102 - £25,669 Pro-rata (£25,907 - £27,592 FTE)

QEGSMAT are seeking to appoint an enthusiastic, supportive and well-organised Administration Officer, to join our hardworking and high achieving team at Queen Elizabeth's Grammar School. Working alongside a team of dedicated support staff in our Pastoral department, you will provide a professional frontline service to students, parents and visitors.

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, Ashbourne is an academic and vibrant rural comprehensive school with a very successful Sixth Form.

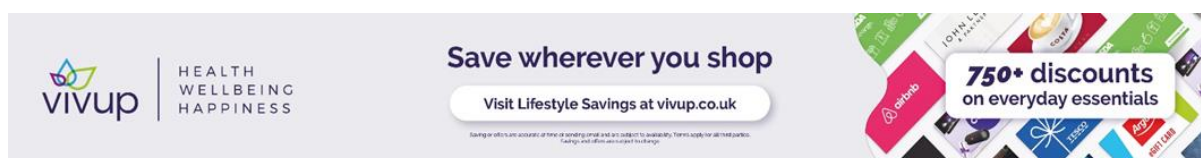
Queen Elizabeth's Grammar School is a proud member of QEGSMAT. The Trust's values are for students to 'Question, Explore; Give; and Succeed'. Our exceptional staff, strong leadership, motivated children, as well as excellent facilities, provide the successful formula for this.

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.
- 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 01335 343685 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: 20th January 2025 at Noon

Interview date: 24th January 2025

Salary: Pay Scale 4, £24,102 - £25,669 Pro-rata (£25,907 - £27,592 FTE)

Potential Start date: TBC



Post Title:	Administrative Officer
Responsible to:	Headteacher's PA
Scale:	Pay Scale 4, £24,102 - £25,669 Pro-rata (£25,907 - £27,592 FTE)
Disclosure Level:	Child Workforce - Enhanced, Childs Barred list

DUTIES AND RESPONSIBILITIES

Cover for Absent Staff

- Organise day to day cover for absent teachers;
- Oversee the staff absence diary, considering the cover implications of planned staff absence and reporting concerns to the academy's Leadership team as appropriate.

Administration

- Provide an efficient and effective secretarial, organisational and administrative support service to the Assistant Headteachers;
- Co-ordinate staff rotas including the Duty and Emergency Call Out rotas;
- Receive and make telephone calls on behalf of the Deputy Headteacher (Curriculum and Learning) and Assistant Headteachers, dealing with general enquiries and redirecting calls as necessary;
- Acknowledge and/or deal with correspondence on behalf of the Assistant Headteachers;
- Arrange meetings on behalf of the Deputy Headteacher (Curriculum and Learning) and Assistant Headteachers and co-ordinate all practical arrangements, ensuring agendas and supporting papers are distributed accordingly and in good time;
- Ensure the Deputy Headteacher (Curriculum and Learning) and Assistant Headteachers are well prepared for meetings, ensuring they are fully briefed and in receipt of relevant papers in good time;
- Attend and accurately minute meetings as required by the Deputy Headteacher (Curriculum and Learning) and Assistant Headteachers and distribute these accordingly;
- Arrange travel and, where required, accommodation for the Deputy Headteacher (Curriculum and Learning) and Assistant Headteachers;
- Receive visitors to the office, providing hospitality as required;
- Maintain the filing systems of the Deputy Headteacher (Curriculum and Learning) and Assistant Headteachers, ensuring documents are well organised, secure and accessible to authorised personnel;

- Support the organisation of school events as required by the Deputy Headteacher (Curriculum and Learning) and Assistant Headteachers;
- Carry out specific projects and research as directed by the Deputy Headteacher (Curriculum and Learning) and Assistant Headteachers;
- Check school communications and letters prior to their distribution, as required;
- Support the Examinations Officer, as required, with the organisation, administration and smooth running of internal, external examinations.

METHODS OF WORKING

The post holder must:

- Maintain confidentiality and observe data protection and associated guidelines where appropriate;
- Maintain an awareness of Safeguarding Children and Child Protection;
- Understand and comply with the Trust's Health and Safety Policy in the performance of their duties and responsibilities;
- Carry out the duties of the post in compliance with the academy's Equal Opportunities Policy;
- Understand and comply with all other relevant academy policies;
- Take an active part in appraising their own work against agreed priorities, targets, professional development and supervision arrangements;
- Undertake any necessary training associated with the duties of the post;
- Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.



Person Specification – Administration Officer

	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> • GCSE (or equivalent) Grade C or above in English & Mathematics 	<ul style="list-style-type: none"> • First Aid 	Application Interview Certificates
Experience	<ul style="list-style-type: none"> • Experience of working in a busy office environment fulfilling a range of administration 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 & Excel • Practical and resourceful with a flexible approach to work • Effective communications skills • Ability to work as part of a team or independently 		Interview

	<ul style="list-style-type: none"> • Ability to relate to both adults and students 		
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 Attributes	<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 different contexts • Calm, patient and approachable in all situations with a strong customer care focus • Able to deal with confidential information in a sensitive manner 		