



Liverpool College

The Staff of Liverpool College are its greatest strength. Their dedication, flexibility, and commitment to the mission of the school ensure its excellence and form the foundation of its future. It is this spirit of service and professionalism which allows the school to inspire young people to achieve their true potential. The expectation of the College is that all staff view their employment at the school in that spirit.

Job Description

Post Title	Office Administrator
Salary/Grade	Between spinal column points 4 (FTE £23,114) – 6 (FTE £23,893): Actual pro-rata salary between £8780 to £9075 Starting point dependent upon experience.
Working Time	Term time only. 16 hours per week: Monday & Wednesday from 8.00am to 4.30pm, (including half an hour unpaid lunch break). Includes 2 days holiday plus 8 bank holidays.
Reporting to	Vice Principal (Operations)
Liaising with	Admin Team Leader, HR, other administrative and operational staff, teaching staff, relevant external agencies.
Disclosure level	Enhanced

Summary of the overall purpose of the job

Responsible for providing efficient office administrative support as directed. This will include providing a comprehensive reception service to all internal and external visitors. There will be two Office Administrators working together.

Working under the direction of the Vice Principal (Operations) and Admin Team Leader, the Office Administrator has the following responsibilities:

- **To ensure a duty of care at all times to safeguard and promote the welfare of all students.**
- **Maintain the positive ethos and core values of the school.**
- **To support school policy.**

Key responsibilities and objectives of the job

Administrative Support:

- To help to provide a comprehensive copying and printing service for staff.
- To order paper and reprographic supplies and manage stocks of the same.
- To undertake administrative tasks to support the delivery of an effective administrative back up service to staff.
This will include work for Exams, Admissions and Human Resources

- Communications with parents – written and electronic – including detention letters, fixture arrangements, school trips.
- Ensure up to date fire registers are maintained for pupils and staff.
- Assist with the organisation of School events (such as Founders Day, Speech Night and Open Events)
- To help produce correspondence, reports and other documents, as requested (e.g. letters to parents.)
- To assist with postal services which will include receipt and marking off of deliveries and the issue of various mailings, including use of the franking machine.
- To receive and direct telephone calls and emails as appropriate.
- To answer enquiries from staff, pupils, parents and general public.

Reception:

- Both Office Administrators will work on main school Reception for part of the day so that the Reception is manned at all times.
- To act as the first point of contact for visitors to the school, controlling access to the buildings and campus, ensuring visitor safeguarding protocols are strictly adhered to.
- To promote a professional and courteous service, consistent with the school ethos.
- To contribute to the development of office systems to meet changing needs and improvements to the services provided.
- To support, uphold and contribute to the development of the school's equal rights policies and practices in respect to both employment issues and the delivery of services to the community.

General Duties:

- To follow the guidelines of the staff handbook
- To support the school and its leadership
- To continue personal development as agreed.
- To engage actively in the performance review process.
- To comply with any reasonable request from the Principal to undertake work not specified in this job specification.
- To be courteous to colleagues and parents, and to provide a welcoming environment for all visitors to the College.
- To undertake, from time to time, other duties commensurate with the grade and level of responsibility defined in this job description.

All employees are expected to play a full part in the life of the College community, to support its distinctive mission and ethos as a co-educational 4-19 state maintained independent school, and to encourage colleagues and pupils to follow this example.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. This Job Specification is current at the date shown but, in consultation with the post holder, it may be changed by the Principal to reflect or to anticipate changes in the job commensurate with the grade and job title.

March 2024