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GABLE HALL SCHOOL

Education School Support Team

JOB TITLE: Behaviour/Office Administration Support Officer

REPORTS TO: Office Manager

SUPERVISES: Not Applicable

BAND: A point 1-6

JOB PURPOSE:

Provide, clerical, word processing and data entry support ensuring accuracy and confidentiality. To support colleagues in the Administration office and as necessary undertake the roles and duties of others to ensure the smooth operation of the department

Work under own initiative to ensure workload is prioritised and efficiently completed.

KEY CORPORATE ACCOUNTABILITIES

To actively promote the School's Equal Opportunities Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place

To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery

To fully comply with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work

To work with all staff to achieve consistency in the implementation of policies and procedures and to fully comply with all the policies, procedures and strategic objectives of Gable Hall School

To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs

PRINCIPAL ACCOUNTABILITIES

- Maintenance of database, including as necessary support to other departments and teams.
- Provide administrative support, e.g. data entry, photocopying, typing, filing,

- Report student and school issues in line with the School's policies for health and safety, child protection, behaviour management etc.
- Medical bay first aid cover.
- Attend meetings and training sessions as required.
- At the discretion of the Principal, such other activities as may be necessary from time to time consistent with the nature of the job described above
- To support colleagues in the office with any of their duties in the event of their absence or they are unable to fulfil their duties

These duties will be varied at the discretion of the Principal / Headteacher / Chief Executive Officer to meet the changing needs of the School / Trust.

As a Trust employee you may be required to work in any of the Trusts locations or within other schools the Trust may be supporting.

I confirm that I have read, understood, and accept, the above job description.

Date for review: At annual Performance Management review.

Signed _____ Date _____