



Job Description

Establishment: Outwood Grange Academies Trust	
Location: Outwood Institute of Education, Adwick	
Post Title: Administrative Officer OIE	Grade: Scale 4
Reporting to: OIE Manager	

Overall purpose of the post:

To provide administrative support to the Outwood Institute of Education and the Outwood English Hub as required, including the organisation and support of events held at the centre and external venues.

MAIN DUTIES AND RESPONSIBILITIES:

- Liaise with the Outwood Institute of Education and Outwood English Hub team regarding the organisation of the events diary and preparation of the event programmes;
- Liaise with event leaders and participants before, during and after events take place and manage an effective administration service;
- Maintain accurate information for producing reports on events and implement, record and report event evaluations;
- Ensure event spaces are fully prepared for each event including layout, functioning ICT/audio equipment and ensure refreshments are organised and provided;
- Respond to enquiries promptly and accurately, provide tours of the venue and give accurate venue details;
- Support the use of other venues within the Trust;
- Greet visitors on arrival in a friendly and professional manner;
- Maintain safety and security of all individuals involved in events by reporting any safety concerns, adhering to fire safety regulations and implementing correct procedures for recording attendance;
- Comply with GDPR regulations by enforcing a clear desk policy, shredding documents on a daily basis and keeping sensitive data in locked drawers;
- Adhere to office procedures and maintain accurate record keeping to support the production of reports on events;
- Maintain a good working relationship with colleagues;
- Demonstrate an active commitment to own professional development;
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the Academy policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.
- Good communication, written and listening skills to be used at all times with delegates, customers and staff



OUTWOOD
Institute of Education

Special Features including hours and conditions of service

Term Time only, 37 hours per week

Normal Working Pattern: Monday to Thursday 8 to 4, Friday 8 to 3.30.

Scale 4 scp 7 – 11 (Actual salary £16,800 to £18,184)