

## JOB PROFILE

<b>Job Title</b>	School Office Administrator (20 hours - for maternity cover)
<b>Grade</b>	Scale 6 (17-20)
<b>Reports to</b>	School Business Manager and Headteacher
	20 hours per week (Mon-Fri) TTO + INSET+ 1 week (40 weeks)

### Job Purpose

- To ensure that all systems in the office working environment function effectively.
- To liaise with the appropriate person or agency to ensure that systems are working properly.
- To undertake a range of complex administrative and financial duties in line with school requirements including communications and newsletters.

### Main Duties and Responsibilities

- To ensure business administrative and financial processes are followed and completed according to school guidelines.
- To maintain all office records (electronic).
- To have an overview and to maintain the school website.
- Implement the ordering process of bulk purchasing to best value criteria.
- To have an overview of the maintenance of school attendance records and produce reports as required.
- To co-ordinate the administration of 'Clubs'; termly, Breakfast Club & After School Care provision.
- To co-ordinate, the admissions process with the SBM and to maintain the pupil intergris database.
- To co-ordinate all pupil related admin including – photo permissions, trip permissions, electronic pupil folders and census returns & Year End processing, importing updates into Target Tracker and other such assessment based packages.
- To maintain the school calendar and book travel, tickets & venues as required.
- To provide administrative support to the School Business Manager.
- To support the SBM in inputting CPD & DBS info into the SCR.
- To process staff absences on integris and the school spreadsheet and Oracle.
- To support the SBM in working towards electronic HR files – assisting with

recruitment with regards to communication, setting up of interviews, advertising jobs, interview timetables, correspondence & on-boarding.

- To annually complete a Gift Aid return.
- To maintain the credit card log for purchases on the credit cards.
- Inputting of invoices onto RM Finance.
- To maintain up to date COSH information as part of the ordering process and to liaise with the Receptionist to ensure the hard copy in the cleaning cupboard is updated and maintained.
- To maintain pupil care plans and allergy information and to ensure this is communicated to relevant parties in school.
- To undertake any other duties or responsibilities as required by the line manager or Headteacher.

### **Position in Organisation/Organisation Chart**

The post holder reports to the School Business Manager.  
This post has no direct line management responsibilities.

### **Work Environment**

- The post will be supporting the admin, teaching and learning staff. All posts are working within a busy environment.
- Task priorities will be determined by the School Business Manager, but a level of initiative is expected in order for the postholder to manage their own workloads effectively.
- There are no physical demands of the job that are beyond the normal experience of day-to-day office tasks (e.g. minor lifting and handling such as small packages/boxes within recognised Health and Safety limits).

### **Work Dimensions**

- The role requires a clear grasp of business support and administrative procedures in a school setting.
- The role requires a customer-focussed approach, and awareness of the range and types of customer associated to the role. Customers constitute anyone who contacts the school. This will require sophisticated skills in dealing with people from a range of backgrounds with a range of needs and issues.
- Team working is essential for delivery of the service, and the post holder will be expected to fully contribute to this way of working. It requires a positive approach and willingness to assist, from time to time, in areas not directly connected with the main duties and responsibilities of the post.
- Regular contacts include school colleagues, partner organisations e.g. St Mary's Church, school governors, the London Diocesan Board for Schools (LDBS) and the voluntary sector and other schools.
- The post holder will be expected to undertake training as required to ensure that they are able to participate in all aspects of the school processes
- The post holder will be expected to abide by the school's health and safety, valuing diversity and ways of working policies, to ensure they are incorporated into all aspects of the work.
- The post holder will be expected to have clear knowledge of the schools *Safeguarding Policy* KCSIE and carry out all duties in line with this.

## Person Specification

Knowledge, Qualifications, Skills and Behaviours and Experience	
<b>Qualifications:</b>	
<b>Essential:</b> <ul style="list-style-type: none"> <li>Minimum GCSE/O Level or equivalent in English &amp; Maths.</li> </ul>	<b>Desirable:</b> <ul style="list-style-type: none"> <li>NVQ in administration or equivalent qualification.</li> <li>A qualification in ICT</li> </ul>
<b>Knowledge:</b>	
<b>Essential:</b> Experience of providing administrative support to a team	<b>Desirable:</b>
<b>Skills and Behaviours:</b>	
<b>Essential:</b> <b>Focuses on customers (children)</b> - high level of customer care skills and behaviour to both internal and external people. <b>Works together</b> – works well in a team and able to provide a wide range of support. <b>Takes responsibility</b> – for providing excellent support and administration to the team. <b>Finds better ways of doing things</b> – works with both the team and the School Business Manager to find better ways of providing support. <ul style="list-style-type: none"> <li>ICT skills – Microsoft Office Packages to a high level/Website skills</li> <li>Excellent Organisational skills, able to manage a complex and varied workload.</li> <li>Excellent interpersonal and communication skills (written and oral) including literacy, tact and diplomacy.</li> <li>Good numerical skills and ability to understand statistical data.</li> <li>Ability to work on own initiative and with minimal supervision</li> <li>Ability to deal sensitively and discretely with confidential matters.</li> <li>Ability to prioritise work and meet deadlines and timescales</li> </ul>	<b>Desirable:</b>
<b>Relevant Experience:</b>	
<b>Essential:</b> Working in a customer-focussed environment  Working in an admin support role	<b>Desirable:</b>

**Note:** All school employees are expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of their post and their level of responsibility.

**St Paul's CE Primary School is committed to safeguarding and promoting the welfare of children and young people and requires all staff, governors and volunteers to share this commitment. Successful applicants will be required to complete an enhanced DBS disclosure.**



**In line with KCSIE 2023 and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence**