

We are seeking to appoint a full time, permanent Administration/ Clerical Officer to join our team from September 2024 (or as soon afterwards as possible) who will play a vital role in maintaining an efficient and welcoming administrative environment. The role is term time only, including INSET days).

This vacancy has arisen due to the retirement of the long-standing administration team. This appointment will form the creation of a new administration team for the school, with the successful candidate working alongside an already newly appointed part-time staff member (who works 5 mornings a week). Therefore the successful candidate must be able to work as part of a team as well as independently and will be a pivotal part of the school's mission and collaborative atmosphere.

The Administration Assistant plays a key role in the day to day operations of the school office. They deal with enquiries from parents, visitors, staff and pupils as well as carrying out a range of administrative and finance tasks. They use a range of applications including (but not limited to) Microsoft Office, payment and communication systems and SIMS pupil database. Experience of these specific systems is ideal, but not essential as training can be provided. However, you will need to have good general ICT skills and a proactive approach to learning.

Please refer to the job description and person specification for more details.

The Candidate

The ideal candidate should demonstrate a meticulous attention to detail, show flexibility to adapt to evolving situations while acquiring new skills. Excellent communication skills, both with children and adults, are vital, as is proficiency in utilising relevant technology and equipment. A can-do mindset that aligns with the school's positive culture is highly desired.

This appointment will form the creation of a new administration team for the school, with the successful candidate working alongside a newly appointed part-time staff member (who works 5 mornings a week), therefore you will be a pivotal part of the school's mission and collaborative atmosphere. Working hours will be 37 hours per week: Monday to Thursday 08:15 – 16:10 Friday 08:20 – 16:10.

We are looking for someone who:

- Is approachable and organised with good attention to detail.
- Is able to prioritise their work effectively and remain calm when dealing with competing priorities and deadlines.
- has exceptional interpersonal and communication skills, both written and oral
- has experience of maintaining manual and computerised records and can undertake routine financial administration
- has an understanding and ability to maintain confidentiality
- Has good literacy, numeracy and ICT skills.
- Is a team player with a collaborative and flexible approach.
- is able to form positive relationships with pupils, families and staff
- Has first aid training or is willing to complete it.

The Role

Your responsibilities will include:

- Welcoming visitors and serving as the first point of contact for enquiries
- Ensuring smooth administrative processes
- Managing tasks efficiently and responding to diverse school needs

- Contributing to a supportive and inclusive school culture
- Engaging in all aspects of school life
- Providing administrative support to teachers, staff, and the school leadership team
- Upholding the school's policies and procedures.

We will offer you:

- a caring and positive working environment.
- a highly skilled, professional and motivated staff team.
- a supportive governing body and senior leadership team, all of whom are committed to your professional development
- warm and welcoming pupils and families
- collaborative working practice with a wide range of stakeholders

Visits to the school are warmly welcomed: please contact the School Office on 0114 248 2360 to make arrangements.

The school is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. The successful candidate will require an Enhanced Disclosure and Barring Service check (previously CRB) in line with the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Police Act Regulations.

Closing Date: Midday Wednesday 10th July 2024

Salary - Grade 3 - pro rata = £23,500