



JOB DESCRIPTION

Job Title: Administration Officer
Grade: C1 (SCP 12-17)
Reporting to: Business Manager

To be responsible for providing administrative support in Finance, HR, and General Administration. This includes assisting with financial systems, budgets, and transactions, providing support with personnel matters, and ensuring compliance with regulations. Additionally, this involves assisting with purchasing card management, using IT systems for data entry, and working with the administration team to contribute to operational efficiency and effectiveness.

Finance

To support the efficient administration of financial matters, maintaining the integrity of financial records, and assisting with the smooth operation of the Academy's financial systems.

Main Duties:

- Support the administration of financial systems such as petty cash, School Fund, Cashless Catering, Parent Pay, purchase orders, sales invoices, and insurance claims.
- Help maintain statutory and non-statutory financial records, input data, and generate reports for the leadership team. Liaise with the central finance team as required.
- Assist in administering the Supporting Achievement Fund (SAF) and monitoring departmental budgets.
- Support the processing of inter-departmental journals, ensuring accurate allocation of expenditure and income.
- Assist in the collection, recording, and banking of income and cheques.
- Provide support with the financial administration of rewards trips and events.
- Ensure financial transactions are properly documented, reconciled, and supported by relevant invoicing and paperwork.
- Assist in verifying supplier statements and ensuring timely payment of outstanding invoices.
- Liaise with the security company for regular cash and cheque collection.

HR (Human Resources)

To support HR functions by assisting with personnel matters, ensuring accurate records, and complying with HR policies.

Main Duties:

- Support the administration of personnel matters such as new starters, leavers, contract changes, absences, and maternity leave, in coordination with the Business Support Centre (BSC).
- Assist in addressing staff queries related to contracts and pay, liaising with BSC and the Trust's HR team as necessary.
- Help complete and submit forms and statistical returns, such as the Workforce Census.
- Support the maintenance of confidential staff records and assist with the induction of new staff.
- Assist in producing reports related to staff data and improving work organisation.

General Administration

To support the smooth operation of various administrative functions within the Academy.

Main Duties:

- Support the management and recording of school purchasing cards, ensuring receipts are provided and purchases are authorised.
- Use IT applications like Word, Excel, and SIMS to input and retrieve data effectively.
- Assist the wider administration team and take on additional duties as directed, including covering for the receptionist.
- Collaborate with colleagues to improve work organisation and efficiency.

Personal Responsibilities:

- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.
- To complete AM, Break, Lunch & PM duties as required by the Principal.

Any Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

PERSON SPECIFICATION

Criteria	Essential/ Desirable
Qualifications	E/D
Grade C/4 and above in GCSE English and Mathematics (or equivalent).	E
Full driving licence (may be required for occasional visits to other academies).	D
Knowledge and Skills	E/D
Ability to keep accurate records, work under pressure, and maintain confidentiality.	E
Excellent interpersonal, organisational, and communication skills.	E
Professional telephone manner.	E
Smart appearance.	E
Computer literate and proficient in Microsoft Office.	E
Flexible approach with the ability to prioritise tasks, work independently, and as part of a team.	E
Understanding of data protection regulations.	E
Knowledge of Safeguarding, Child Protection, and Prevent.	E
Commitment to safeguarding children.	E
Strong sense of responsibility and confidentiality.	E
Ability to remain calm and friendly under pressure.	E

Co-operative, reliable, and trustworthy.	E
Friendly, calm, and professional demeanour.	E
Ability to keep accurate records, work under pressure, and maintain confidentiality.	E
Experience	E/D
Experience working in a school or similar environment.	D
Experience using school or educational systems such as SIMS, ParentPay, or other relevant platforms.	D
Experience in financial administration (e.g., banking, handling a safe).	D
Experience in HR administration, including handling personnel records, contracts, and payroll processes.	D
Continuous Professional Development	E/D
Evidence of commitment to Continuing Professional Development.	E
Other Conditions	E/D
Enhanced DBS Clearance.	E

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.