

Job Description



This school has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

Post Title	Administrative Officer	Post No	
School	Merstone School		
Salary Band/Range	Band C		
Responsible to	Office Manager		
DBS Check	Enhanced		
Special Conditions	Term Time Only (39 weeks per annum)		

1. Job Purpose

To provide reception and administration duties within the Administrative Team at the school, ensuring an efficient and effective service.

2. Key Responsibilities

2.1 Main Duties

- Ensure the provision of the reception service to all enquirers, in person and on the telephone.
- To provide positive first point of contact
- Resolving problems as they arise.
- Maintaining and updating computer records for a variety of school functions including pupil data on SIMS and attendance records.
- Administration of school meal registers, including free school meals, and providing school meal numbers daily to the kitchen.
- Liaison with parents, pupils and external agencies.
- Ensure the maintenance of administrative/financial records support for the business function of the school.
- Entry of staff absence/ leave of absence onto Oracle system.
- Use of ParentPay and on-going maintenance of the system.
- Responsibility for ordering and maintenance of a wide range of supplies and stocks. Contact and liaison with suppliers and providers to maintain classroom and office stationery supplies.
- General administrative duties including processing of letters, booking meeting rooms, filing, and distributing post.
- Arrange school/ parent visits as instructed.
- Liaise with parents, pupils and outside agencies.
- Undertake financial tasks as instructed by the Office Manager.
- Administer Petty Cash.
- Administer cashless systems, Parent Pay and chase any debts.

	- To be able to organise and prioritise own workload ensuring that all deadlines are met. - To follow the instructions of the Office Manager and be able to work under own initiative. - It is expected that you will provide administrative, supervisory and financial support that is commensurate to the role being undertaken. - To continue to develop your own skills by attending training courses as deemed necessary. This is not intended to be a complete and exhaustive list of all duties and responsibilities attached to the post This job is subject to change as the role develops.
2.2	People
	Create a team culture within the administration team, liaising with the Office Manager and other team members on a regular basis.
2.3	Safeguarding
	School is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.
2.4	Financial
	Liaise with the Office Manager with regard to policies and financial practices in targeted areas of responsibility. To comply with the Local Authorities Scheme for the Financing of Schools. To comply with the recommendations made by Audit.
2.5	Buildings & Equipment
	To ensure safe and proper use of equipment.
2.6	Health & Safety
	The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety policies.
2.7	Policies & Procedures
	The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

3.	Other Conditions
3.1	Mobility
	Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the school they may be required.
3.2	Equal Opportunities
	School is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.

	3.3	Variations to Job Descriptions
		Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the School therefore retains the right to amend job descriptions to reflect changing requirements.
	3.4	Training and Development
		The school is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.
	3.5	Core Qualities & Leadership Framework
		The school expects all staff to demonstrate the behaviours in the Core Qualities Framework and where appropriate, those in the Leadership Framework, to an acceptable level.

Compiled/Reviewed by:	D Luck
Date:	November 2024

Person Specification



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Responsible to:	Office Manager		

	Essential Criteria	Desirable Criteria	Measured By
Education & Qualifications	GCSE Maths & English grade A-C or equivalent or NVQ in Business Administration or equivalent	NVQ in Business Administration or equivalent/ ICT certificates	Application Form and certificates
Skills & Abilities	Good communication and interpersonal skills; ability to communicate clearly and confidently with people at all levels		A/F I
	Able to work with minimum supervision, using own initiative		A/F I
	Ability to conduct arithmetic calculations		A/F I
	Ability to record written and numerical information accurately and reliably		A/F I
	Ability to work under pressure and prioritise workloads		A/F I
	Ability to produce reports, financial information and word processing documents		A/F I
	Ability to read and understand comprehensive documents and to relay this information correctly		A/F I
	Good organisation skills		A/F I
	Good telephone skills		A/F I

	Able to operate in a team environment		A/F I
	Good IT & keyboard skills (including outlook and word)		A/F I T
	Computer literate		A/F I T
	An understanding of confidential and sensitive information		A/F I
Experience & Knowledge	Experience of keyboard and word processing skills	• Experience of working in a school • Experience of Oracle • Experience of SIMS • Experience of ParentPay • Experience of reading and understanding Government Legislation • Understanding of Local Government/ Schools	A/F I T
	An awareness of equal opportunities issues		A/F I
	Experience of school systems Oracle, SIMs and Parent Pay systems		A/F I
	Experience of working in a customer focused school office environment		A/F I
	Experience of paying particular attention to detail		A/F I
	Experience of Microsoft office/Excel and Word		A/F I
	Experience of financial administration		A/F I
	Knowledge of school office procedures		A/F I
Core Qualities	Personal Effectiveness: makes things happen; operates with resilience, flexibility and integrity.		A/F I
	Communication: shares and listens to information, opinions and ideas, using a range of effective approaches.		A/F I
	Self-Awareness: learns continuously and effectively adapts behaviour in response to feedback.		A/F I
	Service Delivery: understands customer needs and responds appropriately.		A/F I
Other Requirements	• Tactful and courteous • Open, willing and flexible manner • Customer focused attitude • Kind and caring nature • Good sense of humour		A/F I

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