

Administration Officer

Location	Woodlands Primary School (Sheffield)
Salary FTE	Grade 4 £25,584 to £27,711 FTE
Actual salary	£22,005 to £23,835 (with under five years' service)
Contract term	37 hours per week, 39 weeks, permanent
Responsible to	Headteacher
Start date	January 2025
Closing date	Midnight Sunday 1 December 2024

The school

Woodlands Primary School is a 2-form entry primary and nursery for children aged 2-11 in the vibrant South Sheffield community of Gleadless Valley. This popular and over-subscribed school has around 500 pupils. In February 2022, Ofsted graded our school as strongly Good.

Woodlands Primary School is a part of Mercia Learning Trust, a successful partnership of four primary and three secondary schools located in the south-west of Sheffield. Established in 2012, with one secondary school, our trust has grown to serve over 5000 pupils, with 650 staff.

Our staff are a crucial part of our trust, just like our pupils. We are devoted to recruiting, training, retaining and taking good care of our highly skilled and dedicated team.

The role

As part of this role, you'll be instrumental in maintaining the smooth operation of our school's administrative functions. Guided by the school manager, you'll handle both manual and computerised record/information systems, ensuring their effective management. You'll also take charge of specific school systems designed to support the welfare and learning of our pupils, including the completion and submission of necessary forms and returns to external parties. You will also provide courteous, helpful and professional assistance to parents and visitors.

You will join a small team of three, consisting of a school manager, administration officer and a receptionist. Working hours will be Monday to Thursday 8am to 4pm and Friday 8am to 3:30pm. A tour of the school will be available to successful candidates who are invited to interview.

The candidate

The administrators are key members of staff within the school. We want to ensure that we always offer a professional service to staff, families and their children, enabling the school to run effectively and efficiently. We are therefore looking for someone who can work as part of a busy team to ensure the highest delivery of services.

The right candidate should possess:

- a keen eye for detail
- the capability to maintain effective relationships
- the ability to adapt to changing situations and learn new skills
- strong principles that are aligned with the school
- be comfortable working using their own initiative
- a high level of communication skills and the ability to relate positively to children and adults
- the ability to use relevant technology/equipment
- an alignment to a can-do culture

Job description

Purpose

Support pupils and staff by providing exceptional administrative and clerical support.

Key responsibilities

- Management of manual and computerised records/information systems as directed.
- Undertake routine typing, word-processing and IT based tasks.
- Contribute to the planning, development and organisation of support service systems and procedures.
- Supervise, train and develop staff as appropriate.
- Undertake reception duties when required.
- Complete and submit a range of forms, returns etc., including those to external agencies.
- Analyse and evaluate data/information and produce reports/information/data as required.
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
- Assist parents and visitors with their queries and direct them to the relevant personnel.
- Arrange hospitality for whole school events where appropriate.
- Be part of the team updating information on the school website as and when appropriate.
- Be the nominated trips co-ordinator in liaison with the leadership team.
- Assist for medicine, first aid and any care plan support.
- Establish constructive relationships and communicate with other agencies/professionals.
- Assist with marketing and promotion of the school.

General/other

- Attend and participate in relevant meetings and training as required.
- Contribute to the overall development of our school and Mercia Learning Trust, ensuring both operate because of shared and collective responsibility, including, contributing to trust partnership activities to drive school and trust improvement.
- All schools in Mercia Learning Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees are expected to share this commitment.
- Be aware of and comply with the codes of conduct, regulations and policies of the school and its commitment to equal opportunities.
- Any other delegated roles as directed by the school manager or headteacher.

This job description is current at the date as shown, but in conjunction with the post holder, may be changed by the co-headteachers to reflect or anticipate changes in the role which are commensurate with the grade and job title.

Person specification

Role: Administration Officer

Attributes	Essential	Desirable	Assessment
Qualifications and training	<ul style="list-style-type: none">• Grade C or above in English and maths (or equivalent)	<ul style="list-style-type: none">• Evidence of further education	<ul style="list-style-type: none">• Application• Interview• References
Experience	<ul style="list-style-type: none">• Working knowledge of Microsoft packages	<ul style="list-style-type: none">• Administration experience in an educational setting	<ul style="list-style-type: none">• Application• Interview• References
Skills and knowledge	<ul style="list-style-type: none">• Can work within a team or alone• Commitment to listen and act on instructions, verbal and written, including health and safety requirements• Respond to situations as they arise, for example, safeguarding concerns• Effective communication skills with both adults and pupils	<ul style="list-style-type: none">• A strong understanding of the school; their culture and values and be able to model these if appointed to the role	<ul style="list-style-type: none">• Application• Interview• References
Personal qualities	<ul style="list-style-type: none">• Flexible• Honest and reliable• Calm under pressure• Patient• Empathetic with young people• Team player• Attention to detail• High personal and professional standards		<ul style="list-style-type: none">• Application• Interview• References

How to apply

- All candidates must complete the following application process:
 - submit an application form via <https://www.eteach.com/careers/merciatrust>
- We do not accept CVs or council forms.
- After your application has been submitted:
 - in all cases written references will be taken up and made available to interviewers before the final selection stage
 - an email and/or letter will be sent to shortlisted candidates with details of the interview process
 - if you have not heard from us within two weeks of the closing date, please assume that, on this occasion, your application has been unsuccessful
- Further information:
 - Take a look at www.merciatrust.co.uk/careers for more on what it's like working for the trust, what we offer you, and what we're looking for
 - Should you require any additional information about the role or the school or would like an informal discussion or out of hours visit, please contact us on 0114 239 6464 or enquiries@woodlands.sheffield.sch.uk.
 - For more information about the application process, please email recruitment@merciatrust.co.uk
- The closing date for applications is **midnight Sunday 1 December 2024**.

The small print

Mercia Learning Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. If you are shortlisted, your suitability to work with children will be explored, and this will include disclosing convictions. The information you disclose may be discussed with you during the interview.

The successful candidate will therefore be required to complete a DBS check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

In accordance with DfE Keeping Children Safe in Education 2024, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process.

We are an equal opportunities employer. Our staff are recruited and promoted on the basis of their merits and abilities and no job applicant or employee receives less favourable treatment on the grounds of racial group, origin or nationality, sex, disability, marital status, age, sexual orientation, political or religious beliefs or trade union activity. Please indicate whether there are any reasonable adjustments or access requirements you would need to help you to attend an interview. If you wish to discuss your requirements prior to submitting your form, please contact our recruitment team on 0114 349 4230.

