



Administration Officer

Contract Type	37 hours, 40 weeks per year	Start Date	As soon as possible
Contract Term	Permanent	Closing Date	Sunday 19 May 2024
Salary (FTE)	Grade 4 (£24,294 - £26,421 FTE)	Interview Date	Thursday 23 May 2024
Actual Salary	£21,431 - £23,308 (with under 5 years' service)	Location	Norton Avenue, Sheffield

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 Woodlands as strongly Good. Woodlands is part of Mercia Learning Trust, and enjoys the numerous benefits of being part of a successful and growing multi-academy trust.

If you share our belief in high expectations for all children, possess resilience and a strong work ethic, we would love to hear from you.

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 entities. Additionally, providing courteous, helpful, and professional assistance to parents and visitors will be among your responsibilities.

You will join a small team of 3 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 a key 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

Post Title:	Administration Officer
Salary:	Grade 4 (£24,294 – £26,421 FTE)
Hours/Weeks:	37 hours, 40 weeks
Responsible to:	School Manager
Responsible for:	N/A

The post holder must at all times carry out his/her responsibilities within the spirit of Mercia Learning Trust and School policies and within the legislative framework applicable to academies.

PURPOSE OF THE POST

To work as part of a team providing high level of administrative and clerical support to the school

KEY RESPONSIBILITIES

Administration:

Management of manual and computerised record/information systems as directed by the School Manager

- Take a lead role in the maintenance of complex administrative systems
- Undertake routine typing, word-processing and complex 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
- To operate established and new technology-based office equipment
- To be responsible for specific school systems that support pupil's welfare and learning as directed by the School Manager
- To be responsible for completion and submission of complex forms, returns etc., including those to external agencies
- Analyse and evaluate data/information and produce reports/information/data as required
- Monitor and manage stationery/other stock within an agreed budget, cataloguing resources and undertaking audits as required



- To assist parents and visitors with their queries and direct them to the relevant personnel within school in a courteous, helpful and professional manner
- To arrange hospitality for whole school events where appropriate
- To be part of the team updating information on the school website as and when appropriate
- To be the nominated trips Co-ordinator in liaison with the Leadership Team
- Assist for Medicine, First Aid and any Care plan support

Resources:

- Provide advice and guidance to staff, students and others
- Undertake research and obtain information to inform decisions
- Assist with marketing and promotion of the school

Responsibilities:

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals
- Attend and participate in regular meetings
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- To undertake any other duties and responsibilities as directed by the School Manager related to the job grade
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- WORKING ENVIRONMENT AND CONDITIONS OF THE POST
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- The post may be required to travel and work within any school in the Mercia Learning Trust
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- GENERAL DUTIES
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- To contribute to whole school events as and when required
- To ensure accurate records are securely maintained and held in accordance with General Data Protection Regulations (GDPR)/Data Protection Act 2018
- Be aware of and support diversity, ensuring equal opportunities for all



- Develop professional, constructive relationships with other agencies, schools and professionals
- Participate in meetings, training and performance development as necessary
- Recognise own strengths and areas of expertise using these to advise and support others
- Be willing to undertake training and professional development as required of the post
- Any other duties and responsibilities appropriate to the grade and role

PROMOTION OF TRUST VALUES

- To contribute to the overall development of Mercia Learning Trust to ensure the Trust operates on the basis of shared and collective responsibility
- To contribute to the overall ethos, work and aims of Mercia Learning Trust
- To support and contribute to the Trust's commitment to safeguarding all students. All schools in the 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.
- To contribute to trust partnership activities to drive school and trust improvement
- To be aware of the school's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities
- All the above duties and responsibilities to be carried out in accordance with policies adopted by the School Governing Body and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the School Manager to reflect or anticipate changes in the post commensurate with the grade or job title.

Issue Date: May 2024

Person Specification



Post Title:	Administration Officer
Salary:	Grade 4 (£24,294 – £26,421 FTE)
Hours/Weeks:	37 hours, 40 weeks
Responsible to:	School Manager
Responsible for:	N/A

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualifications and Training	Grade C or above in English and Maths.	Evidence of further Education.
Skills and Knowledge	<p>Work within a team or alone</p> <p>Commitment to listen and act on instructions, verbal and written, including health and safety requirements</p> <p>Respond to situations as they arise ie. safeguarding</p> <p>Effective communicator with both adults and students</p>	A strong understanding of School; its culture, climate and values and be able to model these if appointed to the role
Experience	Working knowledge of Microsoft packages	Administration Experience in an educational setting
Personal Qualities	<p>Strong moral purpose and drive for improvement</p> <p>Motivated, enthusiastic and flexible</p> <p>Excellent interpersonal skills</p>	Application form, interview and references



	Good sense of humour Desire to develop yourself Ability to receive and act on feedback Strong attention to detail Ability to work under pressure Commitment to the full life of School Excellent record of attendance	
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HOW TO APPLY

All candidates must complete the following application process.

- All applicants must 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 2 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 **Sunday 19 May 2024**

Interviews are provisionally schedule for **Thursday 23 May 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 2022, 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 the Recruitment Team on 0114 349 4230. Alternatively, please give details on a separate sheet and return with your application form.