



North Bromsgrove High School
nbhs-recruitment@northbromsgrove.worcs.sch.uk

JOB DESCRIPTION

Job Title: General Office Administrator – Cover and Finance Focus

Accountable to: Assistant School Business Manager (ASBM)

Salary: c£22,445

Main purpose of the role:

To provide effective administrative support to the school in supporting the Assistant School Business Manager with finance administration and to be the lead contact for staff absence and effectively arrange cover where needed and tracking absence accordingly.

Main Responsibilities:

- Answering the staff absence phone from 06:30am.
- To work closely with the senior leader responsible for Cover to ensure that all lessons are covered adequately by agency or internal staff in a timely manner.
- Co-ordinate and record all planned absence such as CPD/trips/appointments etc, ensuring adequate cover is in place liaising with appropriate senior leader.
- Ensure that Leave of Absence forms are completed by staff in accordance with the school policy.
- To ensure that the school's absence policy is implemented and adhered to, alongside HR Lead.
- Tracking sickness and absence records of all staff and inputting on school's MIS
- Provide reports on sickness absence.
- Enter details of all staff absence, including educational visits in school diary.
- Notify HR Lead of long-term sickness absence on a regular or required basis.
- Support HR Lead with monthly absence reports.
- Re-rooming when necessary.
- Assist in updating the school calendar and website as necessary.
- Assist the ASBM with purchasing processes, placing of orders, processing invoices and dealing with financial queries on all associated systems.
- Dealing directly with suppliers, obtaining quotes, placing orders and dealing with statements, credits, returns, queries and payment issues.
- Assist with analysing and evaluating financial data/information and produce reports/ information/ data as required.
- Liaise with Local Authorities and MAT on financial matters.
- Support and assist all budget and account holders.

General Responsibilities:

- To assist in the administration and organisation of recruitment evenings, open days and parent evenings and associated events for Main School and to provide ongoing, administrative support for each.
- To provide general secretarial support for the school as required



- To provide general admin support in relation to both 6th Form and Main school such as organising student photograph and immunisations as and when required.

Other Duties:

- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.
- Undertake appropriate training where necessary.
- To undertake regular CPD as required to be effective in the role and ensure compliance to statutory and legal requirements.
- Any other duties as directed by the Headteacher.

PERSON SPECIFICATION

Training Qualifications And Experience	
Essential	Desirable
<p>English/Literacy and Mathematics/Numeracy to at least Level 2 of National Qualification framework.</p> <p>Good ICT skills to include Word, EXCEL, mail merge and Other Microsoft software.</p>	<p>Experience working in a school.</p> <p>Use of School MIS – ClassCharts/My Concern</p>
Professional Knowledge And Understanding	
Essential	Desirable
<p>Excellent communication skills, both verbal and written.</p> <p>Good time management.</p> <p>Understanding of relevant policies, work independently, motivate and inspire with a creative approach to problem solving.</p>	<p>Experience of working in a school environment.</p>
Abilities And Skills	
Essential	Desirable
<p>Good ICT skills to include Word, EXCEL, mail merge and Other Microsoft software.</p> <p>Teamwork – proven experience of effective team and independent working.</p> <p>Emotional resilience in working with challenging behaviours and attitudes.</p> <p>Ability to work within and apply all school policies e.g. Absence policies</p>	<p>Willingness to work flexibly if required.</p>

Personal Qualities	
Essential	Desirable
<p>Ability to form and maintain appropriate relationships and personal boundaries.</p> <p>Motivation to work with children.</p> <p>Willingness to participate in further training and developmental opportunities offered by the school and external providers, to further own knowledge</p> <p>Self- motivated and seizes the initiative</p> <p>Clear vision and moral purpose</p> <p>A commitment to own professional development and that of the whole staff</p> <p>A positive and resilient individual with drive, integrity, and a cheerful disposition</p> <p>Ambitious and diligent professional who can motivate and inspire others</p> <p>Commitment to safeguarding and promoting the welfare of children and young people</p> <p>The post holder will require an enhanced DBS</p>	<p>Desire for further career progression</p>