



7 School Rd, Finstock, Chipping Norton OX7 3BN  
Tel 01993 868314 E-mail [office.3040@finstock.oxon.sch.uk](mailto:office.3040@finstock.oxon.sch.uk) [www.finstock.oxon.sch.uk](http://www.finstock.oxon.sch.uk)  
**Miss L Dixon** Headteacher

## **School Administrator**

**Grade 6 £13,965 to £14,937**

**Monday to Friday 8:15-1.15pm Term time only**

### **Job Purpose**

To provide general administrative support to the school under the instruction/guidance of the Headteacher.

### **TASKS**

#### **Organisation**

- Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors
- Assist with pupil first aid/welfare duties, looking after unwell pupils, liaising with parents/staff/members of our community.
- Assist with break and lunch duties.
- Assist in arrangements for school trips, events etc.

#### **Administration**

- Provide general clerical/admin. support e.g. photocopying, filing, complete standard forms, respond to routine correspondence and emails
- Maintain manual and computerised records/management information systems, recording pupil absence.
- Produce lists/information/data as required e.g. pupils data from the management information system or other school databases
- Undertake typing and other IT based tasks
- Take notes at meetings
- Sort and distribute mail
- Undertake any administrative procedures as required by the Headteacher or Business Services Manager
- Maintain and collate pupil reports
- Booking and ordering of school meals

#### **Resources**

- Operate relevant equipment/ICT packages (e.g. Word, Excel, Sway, MS Forms databases, spreadsheets, internet, telephone system)
- Maintain stock and supplies, distributing as required and maintaining inventories
- Provide general advice and guidance to staff, pupils and others
- Undertake general financial administration e.g. the use of ParentPay for school dinner ordering and payments, school trip contributions and nursery sessions

## RESPONSIBILITIES

- Be aware of and comply with 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 support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school and the academy trust
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- To supervise children at lunchtime

<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience in clerical/administrative work</li></ul>
<b>Knowledge/Skills</b>	<ul style="list-style-type: none"><li>• Good numeracy/literacy skills</li><li>• Effective use of ICT packages</li><li>• Use of relevant equipment/resources</li><li>• Good keyboard skills</li><li>• Ability to relate well to children and adults</li><li>• Work constructively as part of a team, understanding school roles &amp; responsibilities and your own position within these</li><li>• Ability to identify own training &amp; development needs &amp; cooperate with means to address these</li><li>• Willingness to undertake a first aid qualification</li></ul>
<b>Personal skills</b>	<ul style="list-style-type: none"><li>• Friendly and approachable</li><li>• Excellent communication skills</li><li>• Conscientious with strong attention to detail</li></ul>

The appointment will be subject to enhanced DBS clearance and other relevant pre-employment checks.

Applications must be submitted on The MILL Academy Support Staff application forms; unaccompanied CVs will not be accepted.

Please see our school website [www.finstock.oxon.sch.uk/1322/staff-vacancies](http://www.finstock.oxon.sch.uk/1322/staff-vacancies) for further details and the application form.

If you require any further information, please call our school on 01993 868 314 or email [office.3040@queen-emmas.oxon.sch.uk](mailto:office.3040@queen-emmas.oxon.sch.uk)

We look forward to receiving your application.

Leanne Dixon  
Headteacher