



## School Office Administrator Job Description and Specification

<b>School</b>	<b>Highfield Primary School</b>
<b>Service Area</b>	Admin Office
<b>Job Title</b>	<b>School Office Administrator</b>
<b>Grade</b>	B1.4
<b>Conditions of Service</b>	NJC
<b>Responsible To</b>	<b>School Business Manager</b>

**Special Conditions:** This post is subject to a higher-level check with the Disclosure & Barring Service. Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence.

**Job Purpose:** In liaison with the manager/senior officer, to be responsible for ensuring delivery of a high quality and efficient administration service within the school.

### Responsibilities

To assist in providing a range of administrative support for internal and external customers.

To work as part of a team to provide customer focused services providing an excellent service to customers, colleagues, and visitors

To liaise with colleagues in order to prioritise work to meet conflicting deadlines

To maintain accurate records and track progress of work

To assist with the induction of new staff including the demonstration of duties.

Preparing routine correspondence, standard forms, certificates, information packs, handbooks, etc.

Managing meeting rooms and dealing with hospitality and signing-in of visitors

Assist with the arrangements for events etc.

Act as the first point of contact for visitors and customers – both in person and on the telephone. It is expected that everyone will be dealt with in a courteous, professional, calm and friendly way

To use IT applications and databases effectively to deliver administrative tasks. To input and retrieve data using computerised systems e.g. word, excel, databases, spreadsheets, Internet

To collate and prepare information from a variety of sources including basic reports

Take notes at meetings

Undertake general financial administration e.g. processing orders and/or cash handling



To maintain records for all staff under the guidance of senior officer

Maintain stock and supplies, cataloguing, ordering and distributing as required

Attend and participate in relevant meetings as required

To communicate effectively with internal and external customers in relation to work undertaken

To work with colleagues to help improve work organisation and effectiveness

Be aware of and comply with all policies and procedures e.g. child protection, health, safety and security, confidentiality, equal opportunities, and data protection, reporting all concerns to an appropriate person

Be responsible for safeguarding children and promoting their welfare and following child protection procedures

Contribute to the overall ethos/work/aims of the school

The duties outlined are not meant an exhaustive list and will also comprise any other duties within the spirit of the post commensurate with the job evaluation outcome for this post.

**Qualifications:** Qualifications demonstrating ability in numeracy and literacy. GCSE in Maths and English, and NVQ Level 3 or equivalent would be desirable.



## PERSONAL SPECIFICATION

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential' requirements indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable' requirements are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential but may be used to distinguish between acceptable candidates.

KEY			
A		= Application	
SP		= Selection Process	
Person Specification	Essential	Desirable	Method of Assessment
<b>Skills</b>			
Able to communicate effectively at all levels.	✓		A & SP
Able to deal with telephone calls and face-to-face visitors in a professional, sensitive and confident manner.	✓		A & SP
Able to prioritise own and others' work to meet conflicting deadlines.	✓		A & SP
Excellent word processing skills.	✓		A & SP
Excellent organisational skills.	✓		A & SP
Able to produce and present routine reports and data.	✓		A
Able to accurately enter/retrieve data information from information systems.	✓		A & SP
Able to establish and maintain accurate records using both manual and electronic systems.	✓		A
<b>Knowledge / Qualifications</b>			
Knowledge of general office procedures and practice.	✓		A & SP
GCSE Maths and English or equivalent	✓		A & SP
<b>Experience</b>			
Experience of working in a school office environment.		✓	A
Experience of working in partnership with others to deliver work to set deadlines.	✓		A
Experience of dealing with more complex queries from a wide range of people.	✓		A
Experience of working unsupervised and managing own workload.	✓		A & SP
Experience of providing customer-focused services.	✓		A



Experience of participating in teams and using own initiative.	✓		A & SP
Experience in the use of the Microsoft package.	✓		A & SP
Experience of using Compass and FMS.		✓	A & SP
Experience of extracting and analysing data from information databases.	✓		A
Knowledge of using ParentMail or similar online parent communication systems.		✓	A & SP
<b>Behavioural and other related Characteristics</b>			
Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council.	✓		A & SP
Willing to carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies	✓		A & SP
To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives	✓		A & SP
Ability to work under pressure and prioritise effectively.	✓		A & SP
Commitment to maintaining confidentiality at all times.	✓		A & SP
Commitment to safeguarding and equality.	✓		A & SP
Commitment to personal development and learning.	✓		A & SP

Highfield Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure and Barring Service (DBS) check and medical clearance from Leeds City Council's Occupational Health Service.

All shortlisted candidates must complete a self-disclosure form before the interview.

We promote diversity and want a workforce that reflects the population of Leeds.