

### Job Description and Person Specification

<b>Role</b>	Office Administrator
<b>Grade and Range:</b>	Grade 3, Points 5-7
<b>Department:</b>	Office
<b>Location:</b>	Mapplewells Primary and Nursery School
<b>Accountable to:</b>	Headteacher and Office Manager
<b>Date last reviewed:</b>	NA

#### Position Overview

*The Office Administrator role is key to the continued success of Mapplewells Primary and Nursery School – as a key part of the front of house team you will make a lasting impression on visitors and parents. You will provide a place that staff come for support and parents are confident in reaching out to for support.*

*You will have key administrative duties including but not limited to; financial administration to include raising orders, processing goods received notes and communicating with central processing regarding the payment of invoices and processing of income, updating and managing the pupil MIS system and supporting with personnel administration.*

*As Office Administrator you will work closely with the Office Manager to provide a thorough, knowledgeable and supportive school office function.*

#### Main Duties

1. To support the school in building positive relationships with visitors, parents, children and staff whilst ensuring safety and security.
2. Create, manage and maintain computer and paper-based systems for pupil, financial and personnel data.
3. Undertake the administration of events, trips, before and after school activities – including dinner and wrap around debt management.
4. Produce reports of pupil, personnel and finance data as required by the Head Teacher/SLT/Office Manager.
5. Undertake promotional activities for school for example writing newsletters, setting up events and updating school website etc.

6. In conjunction with the Office Manager develop and implement systems and processes to ensure the effectiveness of the data held
7. To provide advice and support to staff and governors as required.
8. Promote and safeguard the welfare of children and young persons, report any concerns and attending safeguarding training as required.

### General Duties

- Be a positive influence on the climate and culture of Mapplewells and be a positive example at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, copyright etc. reporting all concerns to your line manager.
- Be aware of and support difference and ensure equal opportunities for all.
- Attend and participate in relevant meetings as required.
- 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.
- Be a flexible and supportive member of the team.
- To perform any other task under the reasonable direction of your Line Manager which could include assisting in other areas of the Central Team and schools.

**Skills and Experience Required:**

The following requirements will be assessed through either the Application Form (AF), during the Interview (I) or as part of an Assessment (AST).

	Essential	Desirable
<b>Qualifications</b>		
A good academic standard of secondary education to GCSE and A level standard / NVQ level 3 or equivalent	AF	
A good standard of literacy and numeracy	AF/AST	
<b>Experience</b>		
Relevant work experience in administrative services or functions	AF/I/AST	
Experience with a range of computer systems for finance, pupil data and personnel data	AF/I/AST	
Experience with school specific software – PS Financials, Scholarpack, Tucasi, BMS, SAMs		AF/I
Handling confidential and sensitive information appropriately	AF/I	
Processing and reconciling cash, invoices and other financial elements	AF/I/AST	
Previous experience of working in a school office		AF
<b>Behaviours</b>		
Strong interpersonal skills to develop good working relationships and a positive first impression	I	
Ability to communicate complex information at all levels	AF/I/AST	
Ability to work under own initiative with sound personal, administration and time management skills	AF/I	
Considerable personal enthusiasm, energy, integrity & professionalism	AF	
Be flexible and open to change, enjoy working at a fast pace whilst maintaining professionalism and accuracy	AF	
A commitment to abide by and promote the Trust's equal opportunities, health and safety and child protection policies	AF	
<b>Skills</b>		
Excellent verbal and written communication skills	I/AF/AST	
Excellent organisational skills with a high degree of attention to detail	I/AST	
High degree of attention to detail	AST	



**Flying High Partnership**

Good level of IT skills including analysing data	AF/I	
<b>Attributes</b>		
Demonstrate an understanding of the Flying High Partnership vision and values and how they will/do align TO themselves	I	
Committed to own continuing professional development		AF/I
Committed to putting children's education first	I	
<b>Other</b>		
Commitment to 'get stuck in' with Partnership and Trust wide activities		I

