

**Recruitment Information Pack**

**Office Administrator**

May 2018

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**Welcome from the Headteacher**

**Dear Applicant,**

We are delighted that you are considering coming to join our team as our office administrator. We want the very best for all our children as we work towards becoming an outstanding school within our community. Since I joined the school, I have witnessed hard working, committed and friendly colleagues striving to improve all that we do for our children and their families. This is an exciting time in the life of our school as we go through a period of change which is opening up new opportunities for the whole school community.

We value the role of the office administrator and recognise the really positive impact it can have on the smooth and efficient running of the school. The importance we place on this role is reflected in the support, professional development and remuneration being offered.

We are a small first school on the border with Scotland with an increasing roll and reputation for providing inclusive and challenging educational provision. As a Church of England School we are proud of our recent Ofsted inspection graded the school good, and acknowledged that ‘all children thrive’ within our setting. Our latest SIAMS inspection 2015, highlighted the importance we place on Christian core values in supporting our daily work in the developing the whole child.

We are committed to safeguarding and promoting the wellbeing of our children and all staff share this commitment. This post will be subject to an enhanced DBS Disclosure, suitable references and a pre-employment medical check.

This pack gives you all the information you need but we also encourage applicants to come for an informal visit.

We look forward to hearing from you.

Yours sincerely,

Gary Hilton

(Headteacher)

**Application Process**

Please return your completed application via e-mail to [Admin@st-maryscofe.northumberland.sch.uk](mailto:Admin@st-maryscofe.northumberland.sch.uk) or by post to Mr Hilton, Headteacher, Berwick St Mary’s CE First School, Newfields, Berwick upon Tweed. TD15 1SP.

**Queries**

If you have any queries on any aspect of the application process or would like an informal discussion about the post please contact Mr Gary Hilton, Headteacher, on 01289 306170

The closing date for applications is **Friday 1st June 2018.**

Interviews will be held **w/c 11th June 2018**

**Vacancy Advert**

**Office Administrator**

Position Start Date: To be arranged

Employment Type: 37 hours per week, 8.30am to 4pm, 39 weeks of the year plus 3 days.

Closing Date: Friday 1st June 2018

Date of Interview: Week Commencing 11th June 2018

Pay Range: Scale 4: £17,714 to £19,742 (pro-rata – 37 hours per week for term time

+ 3 days) depending on experience and performance.

If you are ready for your next challenge, you will be delighted to hear about this Office Administrator post in a rapidly changing, forward thinking Church of England first school. Experience in the education sector, whilst advantageous, is not essential as we look for highly refined interpersonal skills, knowledge of financial management good practice, excellent organisation and administration skills and a commitment to being part of a team that wants to support the school in raising standards of education for their pupils and the wider community.

Visits to the school are warmly welcomed and encouraged. Please contact the school office to make an appointment.

Berwick St Mary’s Church of England First School is committed to safeguarding pupils. There will be an enhanced DBS check prior to appointment.

**The full job description and person specification are enclosed in this pack.**

**Job Description: Office Administrator**

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| **Post Title:** | **Office Administrator** |
| **School:** | **Berwick St Mary’s CE First School** |
| **Purpose:** | To be responsible for the day-to-day management of the school office and support staff – including financial management, personnel management and administrative systems. |
| **Responsible to:** | Headteacher |
| **Responsible for:** | Supervision of designated staff (this may change overtime) |
| **Clients** | Internal (Teachers, Other Staff, Pupils) and External (Parents, Visitors, Members of the Public) |
| **Salary/Grade:** | Scale 4, £17,937 to £19,080 (pro-rata – 37 hours per week for term time + 3 days) depending on experience and performance. |
| **Duties**   * To provide excellent and confidential customer service as the initial contact for the school. * To actively support the vision and values of the school, thereby reflecting its strength as a Church of England School. * To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager * To comply with individual responsibilities in accordance with the role, for health and safety in the workplace * Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy * The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment | |
| **Financial Management**   * To maintain the school’s accounting system to include maintenance of the purchase ledger, sales ledger, payroll ledger and bank accounts * To carry out designated monitoring and control functions within finance operations of the school * To process and reconcile VAT claims * To assist the Headteacher and Governing Body with the preparation of an annual budget and financial forecasts * To assist the Headteacher and Governing Body with the monitoring of the budget and the preparation of management accounts * To attend relevant management and Governing Body meetings * Respond to budget queries, advising on possible solutions when appropriate * To support in the completion and submission of statutory financial returns * To comply with the school’s procurement processes making sure value for money is achieved on all purchases * To maintain and monitor the school’s internal control framework and respond to recommendations made by auditors * To account for and report on the school’s trading functions such as catering * To monitor and reconcile all funding and income received | |
| **Personnel Management**   * To support the management of the recruitment process for new staff including job descriptions & person specifications, recruitment packs, interviews, offer letters and the issuing of new contracts/contract amendment letters. * To be responsible for the full pre-employment check procedure for new employees and volunteers and maintain the Single Central Record. * To complete and submit the annual school workforce census. * To manage staff absenteeism in line with the school’s Sickness Absence Management policy, including ensuring self-certification forms are completed, managing the return to work process and monitoring staff absence levels and reporting this to the Headteacher. * To support in the training and development of all support staff * Be aware of health and safety issues in relation to VDU screens and office practice | |
| **Administration Duties**   * To take a lead role in the development and maintenance of record/information systems * Provide detailed analysis and evaluation of data/ and produce detailed reports/information as required * Produce, and respond to, complex correspondence * Provide organisational and complex administrative support to other staff * Provide organisational and complex advisory support to the Governing Body (if required by the school) * Manage complex administrative procedures * Be responsible for completion and submission of complex forms, returns etc., including those to outside agencies e.g. DfES * Organise and monitor progress towards premises repairs * Manage the administration of the payroll system (if required by the school) * To ensure the effective operation of administrative services to all stakeholders * To contribute to and support other staff colleagues in the provision of general administrative and welfare services to pupils. * Ability to update information in relation to parent communication including social media. * To manage and organise the administration of school events, such as school visits, clubs, parents evenings, etc. * To manage and organise administration requirements of the governing body as required.   The duties above are neither exclusive or exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade | |

Person Specification: Office Manager

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|  | **Essential** | **Desirable** |
| **Knowledge/Qualifications** | | |
| NVQ Level 4 or equivalent qualification in a relevant discipline  Excellent numeracy and literacy skills |  |  |
| Evidence of ongoing commitment to professional development |  |  |
| Business Management professional qualification |  |  |
| Well-developed ICT skills |  |  |
| Knowledge of schools’ financial accounting systems |  |  |
| **Experience** | | |
| Experience of working in a school environment |  |  |
| Experience of maintaining financial accounting systems |  |  |
| Experience of budget management and reporting |  |  |
| Experience of payroll administration |  |  |
| Experience of people management |  |  |
| **Skills / Behaviours / Qualities** | | |
| Strong interpersonal, written and oral communications skills |  |  |
| Self-motivated with high levels of personal drive |  |  |
| Ability to communicate effectively with parents, carers and children |  |  |
| Strong analytic skills with attention to detail and high levels of accuracy |  |  |
| The ability to work in close harmony with all staff |  |  |
| Flexible and adaptable to changing business demands |  |  |
| The ability to enthuse and inspire others |  |  |
| Strong organisational and time management skills |  |  |
| Commitment to personal development |  |  |
| A commitment to abide by and promote the School’s Equal Opportunities, Health and Safety and Child Protection Policies |  |  |