



# School Office Administrator Level 3 Job Description & Person Specification

**EMMAUS**  
**CATHOLIC MAC**  
Our journey with Christ

### **Job Description for School Office Administrator Level 3**

**Grade:** Emmaus Catholic MAC Pay Scales  
Grade 4 (SCP 5-6)  
£25,583 - £25,989 per annum FTE (term time only pro-rata)

**Line Manager:** Principal

### **GENERAL PROFESSIONAL DUTIES AND RESPONSIBILITIES**

Level 3 Staff work under the guidance of the Principal and Office Seniors with a limited degree of autonomy. The role involves working closely with Emmaus Catholic Multi Academy Central Team, under the direction of the Chief Finance and Operations Officer.

Staff undertaking a level 3 role will need to have specific skills and experience and may carry out day to day responsibility for regular administrative tasks, overseen by Supervisor. The basic entry requirement recommended for this role is NVQ 3. Staff should hold this qualification, or, where the school deems it to be an essential requirement, be working towards it.

### **SPECIFIC RESPONSIBILITIES**

#### **DUTY HOURS**

The postholder will be required to work 37 hours per week, 8.00am – 4.00pm, 5 days per week, term time only + 5 training days per year.

#### **Administrative Duties**

- Maintain more complex data of staff and pupil records identifying and obtaining missing information where necessary.
- To support the School with maintaining the school's Single Central Record in line with Keeping Children Safe on Education.
- Transfer files electronically including updating attendance and assessment data, preparing and sending a pupils files to another school through the secure web site.
- Supporting the Principal with HR / recruitment administration processes, including safer recruitment paperwork, DBS checks, reference checks.
- Maintaining of the school MIS system.
- Liaise on Principals behalf and deal with enquires from outside agencies, parents, pupils and staff.
- Assist with reprographic processes where required e.g. photocopying, laminating, making booklets.
- Administration of daily registers including the distribution and collection of register trays and their contents morning and afternoon when required.
- Administer admissions procedures, liaising with LA and DES were required.
- Manage arrangements for school publications, prospectus and other publicity materials.

- Use of School Communications to send text messages and emails to parents and other stakeholders.
- Administration management of schools payment system and its use to collect payments and permissions for offsite trips and other events.
- Discussing and dealing with care plans for administering medicine to children, managing unwell pupils and contacting parents.
- Medicine - storing of, ensuring that it is taken, checking that it is in date and the Administering Medicine policy is adhered to.
- Ensure that all damage, break ins are reported to the MAC and necessary action taken.
- Draft reply to letters and emails on behalf of the Principal.
- Telephone and reception duties throughout the day, dealing with parents and pupils and hospitality for other school visitors. Managing the telephone system and updating answer phone message when needed, taking messages from the answer phone relating to pupil absence each day.
- Ensure accident procedures followed and reports made to the MAC.
- Arranging school transport where required.
- Processing of before and after school clubs timesheets and administration duties.
- Attend meetings, take and prepare minutes where required.
- Collection of statistical information for DFE, MAC and governors.
- Awareness of Data Protection issues, including data protection administration as required.
- Using Desk Top Publishing packages to design and create high quality school publications.
- Co-ordination, collation and submission of information and documentation relating to secondary school transition.
- Assistance with collation and collection of information of school census.
- To contribute to the creation, development, implementation and operation of procedures and processes which allow effective liaison with external contractors.

### **Finance Duties**

- Low level cash handling for tuck-shop, books, school fund contributions, donations.
- Process purchase requisitions using the online system and ensure they are being signed off by Principal, ensuring that they are recorded on the appropriate system.
- Ensure goods received are monitored and matched to delivery notes, check invoices are being signed off by Principal, ensuring that they are recorded on the appropriate system.
- Prepare/initiate correspondence, collect fees and chase non-payment of monies owed to school.

## Support for the School

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection. reporting all concerns to the Principal, in their absence an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos /work/aims of the school.
- Participate in training, other learning activities and performance development as required.
- Attend and participate in relevant meetings as required.
- Be aware of, and comply with the policies and procedures relating to safeguarding including Child Protection.
- Contribute to the overall ethos of the MAC and maintain positive, professional relationships with directors, staff, visitors and all other stakeholders.
- Be loyal to the mission of the school and pay due regard to the Catholic nature of the School/MAC.
- Operate with the utmost regard to confidentiality and not divulge sensitive information to third parties.
- To comply with the School/MAC Code of Conduct, regulations and policies.

It is the postholder's responsibility to carry out their duties in line with MAC policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. The postholder should act as an exemplar on these issues and should identify and monitor training for their self and any employees for whom they are responsible.

The postholder must at all times carry out their responsibilities with due regard to the MAC policy, organisation and arrangements for Health and Safety at Work Act 1974.

The job description is not intended to be an exhaustive list of all duties and responsibilities that may be required.

The job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement. The MAC reserve the right to determine specific duties and tasks to reflect the changing needs of the school. This will be done without fundamentally changing the general character of the post or its level of responsibility.

Emmaus Catholic Multi Academy Company is an equal opportunities employer committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This position is, therefore, subject to an Enhanced Child Workforce Disclosure and Barring Service Check.

### **Person Specification for School Office Administrator Level 3**

| Task   | Essential | Desirable |
|--|-----------|-----------|
| <b>Qualifications and Training</b>   |           |           |
| G.C.S.E's 4 and above in Maths & English   | ✓         |           |
| NVQ Level 3 in Business Admin, or equivalent qualification. Must hold or be committed to work towards within an agreed timescale t.b.c with the Principal. | ✓         |           |
| Very good numeracy and literacy skills.  | ✓         |           |
| School Management Information System Training (SIMs, Integris or Arbor)  |           | ✓         |
| <b>Knowledge and Experience</b>  |           |           |
| Office experience including the development, management and operation of administrative systems.   | ✓         |           |
| Knowledge of School policies and procedures relating to health and safety, attendance, equal opportunities and child protection.                           |           | ✓         |
| Experience of financial record keeping including processing of invoices, cash handling and reconciliation.   | ✓         |           |
| <b>Practical Skills</b>  |           |           |
| Listens well and communicates clearly and fluently with colleagues on a wide level.  | ✓         |           |
| Works effectively with a broad range of stakeholders and partners.   | ✓         |           |
| Relevant knowledge of first aid.   |           | ✓         |
| Ability to use relevant technology and use a wide range of ICT systems and solutions.  | ✓         |           |
| Committed to safeguarding and welfare of all pupils  | ✓         |           |
| <b>Personal Qualities and Attributes</b>   |           |           |
| Reliable   | ✓         |           |
| Trustworthy  | ✓         |           |
| Courteous  | ✓         |           |
| A Knowledge of Equality & Diversity issues.  | ✓         |           |

|  |   |  |
|--|---|--|
| Motivation to continually improve standards and achieve excellence   | ✓ |  |
| Genuine passion and belief in the potential of every student   | ✓ |  |
| Able to work constructively as part of a team with an understanding of classroom roles and responsibilities and own position within these. | ✓ |  |
| Ability to relate well to children and adults.   | ✓ |  |

Emmaus Catholic MAC is committed to safeguarding and promoting the welfare of children and young people.

This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974.

All applicants must be able to provide documentation to prove their right to work in the UK.

