



Job Description & Person
Specification
School Office Administrator

Job Description for School Office Administrator

Grade: Emmaus Grade 5/6 – Scale Point: 11-16

Line Manager: School Business Manager

GENERAL PROFESSIONAL DUTIES AND RESPONSIBILITIES

To provide comprehensive administrative support and data management for the school under the direction of the SBM, to include acting as the school cover manager.

The post holder will be professional, organised, and thorough, with excellent IT and interpersonal skills.

SPECIFIC RESPONSIBILITIES

Administrative Duties

- Dealing with confidential and sensitive issues.
- Process information to be sent to parents and staff and other stakeholders via MIS electronic communications, as necessary.
- Retrieve and input information for a specific purpose, identifying and accessing relevant data including in-year timetable changes and student reports.
- Maintain the all-staff school calendar
- Comply with legislation and “Good Practice” in relation to safeguarding, Health and Safety and data protection.
- Assist with hospitality, when required

COVER MANAGER DUTIES

- To support the management of cover procedures for absent teaching staff including arranging cover on Arbor, taking calls from absent staff, logging absence, and allocating cover, liaising with supply agencies
- Checking availability of internal/external cover as, and when, required.
- Print and provide timetables for supply staff
- Organise room bookings and changes
- Organise room bookings and changes for exam timetables

ICT

- Support the management of system access, log on and password resets for students.
- Inputting and extracting data and producing statistical returns as required by the school.
- Update the school’s webpage, where stipulated, and as directed by the Senior Leadership Team.
- Data management for student assessment to include student reports, target setting, timetable administration and alterations.
- Organise parent’s evenings as directed and manage bookings and booking systems.
- To act as a MIS champion in areas of administration.

SCHOOL ORDERS AND PROCUREMENT

- To act as the link between school and central finance supporting in the ordering of goods and services, i.e., goods receipting orders on arrival to school, parent financial queries and any other finance administration queries that may come from central finance to be resolved in school.
- Support with the set-up trips, visits, and other finance events in the school finance record system (Parent Pay/Arbor Pay).

DUTY HOURS

37 hours per week/40 weeks per year (term time only including training days plus 5 days including exam results days) Monday to Thursday - 7.30am - 3.30pm, Friday - 7.30am – 3.00pm

ADDITIONAL DUTIES AND RESPONSIBILITIES

- As a member of the administrative team work to ensure that a high level of service is provided to all stakeholders to include support for other administrative team tasks.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality, and data protection. Reporting all concerns to the appropriate person.
- 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 meetings as required.
- Any other duties commensurate with the duties/responsibilities/grade of the post.

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who encounters children, and their families have a role to play. To fulfil this responsibility effectively, all practitioners should make sure their approach is child centred. This means that they should consider, always, what is in the best interests of the child.

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 always 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 Administrator

	Essential	Desirable	How Evidenced
Experience			
Experience of working in a business environment or experience within a school or Local Authority.	•		Application
Experience of school databases and relevant administrative software	•		Application and Interview
Qualifications			
Minimum 5 GCSEs at Grade C or above, or equivalent, or able to evidence ability at an equivalent level.	x		
NVQ Level 3 in Business Administration or relevant subject or equivalent qualification/experience		x	Application and Interview
Proficient in numeracy and literacy skills.	•		Application and Interview
Commitment and willingness to undertake further training, assessment and development dependent upon existing qualifications and requirements of the post.	•		Application and Interview
Practical Skills			
Ability to demonstrate knowledge and use a wide range of current ICT systems and packages.	•		Application and Interview
Ability to demonstrate initiative and flexibility to ensure the smooth operation of school support	•		
Personal Qualities and Attributes			
A knowledge of Equality & Diversity in the workplace.	•		Application and Interview
Ability to understand and relate well to children and adults.	•		Application and Interview
Ability to work collaboratively in a team environment.	•		Interview
Ability to identify own training needs and willingness to participate in training and development opportunities.	•		Application and Interview
Safeguarding			
To comply with the schools' commitment to the protection and safeguarding of children.	•		Interview
An understanding of processes in relation to the safeguarding of children in a school setting.	•		Interview

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.