



St Edward's Catholic Primary School

JOB DESCRIPTION

OVERVIEW

Job Title	School Office Administrator
Closing Date	9am, Thursday 12 th December 2024
Interview Date	Monday 16 th December 2024
Salary / Scale	£24,404 - £24,790 (FTE) (<i>the salary will a pro rata of the FTE</i>) NJC Scale points 4 - 5 (Grade E)
Contract type:	Permanent, Part Time (35 hours), Term Time only plus 1 week (39 weeks)
Purpose of the Position	To support the School Office Manager in the effective management of the school's administrative systems together providing a high-quality administrative support to the Headteacher and staff. Act as the first point of contact for pupils, parents and visitors to the school and assist in day-to-day administration, following office procedures.
Key Responsibilities	To support the School Office Manager in managing school administrative processes and systems including Reception, school diary, school trips, pupil and staff absence, first aid and communications with parents. This job description may be amended at any time, following consultation between the employee and the Headteacher and will be reviewed annually.
Responsible to:	School Office Manager
Accountable to:	The Headteacher
Responsible for:	Not Applicable

MAIN DUTIES

1. Reception

- Be the first point of contact for all pupils, parents, and visitors to the school.
- Be responsible for ensuring all phone calls to the school are answered and responded to in a timely and welcoming manner resolving queries and/or referring when necessary.
- Be responsible for responding to all day-to-day enquiries referring where necessary to the School Office Manager or Headteacher when appropriate.
- Maintain the reception area to promote a positive image of the school.

2. Administration

- Be responsible for supporting the School Office Manager to complete school administration and operational procedures to enable the school to function effectively.
- Be responsible for staff signing in, booking in supply teachers, monitoring staff absence, and completing appropriate documentation.
- Support the School Office Manager to plan and coordinate arrangements for educational visits liaising with teachers, external agencies, Trust finance and parents including completion of risk assessment, travel arrangements and consent forms.
- Support the maintenance of pupil databases and other MIS system, BROMCOM.
- Support the management of the booking system for parents' evening and other events
- Support the monitoring of pupil attendance following up individual absences in accordance with school's absence policy.
- Complete and update BROMCOM with all pupil related data including registers, absence, and personal information.
- Support the School Office Manager to produce school documentation, forms and letters using appropriate software and office equipment.
- Be responsible for the school's filing systems and maintaining stationery, reprographic and other equipment required by the school.
- Be responsible for liaison with lunch and milk suppliers ensuring pupil registers are updated.
- Support the School Office Manager in maintaining the school's website, newsletters and other marketing materials.
- Support the School Office Manager to administer, record and return to Trust HR staff absences, employee contractual information, Single Central Record and all changes to staff pay and/or circumstances.
- Support the School Office Manager to liaise with Trust HR regarding salary changes every month ensuring timely and accurate returns for payroll processing.
- Be responsible for opening schools post and distribute to staff appropriately.

3. Safeguarding and Health & Safety

- Support the School Office Manager to manage and ensure first aid is coordinated across the school and first aiders are suitably trained and equipment maintained; administer first aid as and when necessary.

- Ensure First Aid arrangements are accurately administered including notice boards, medical requirements of pupils (e.g., Epi pens, asthma, allergies) and liaison with the school nurse.
- Provide coordination of medical provisions for pupils maintaining record of specific medical needs of pupils and overseeing injured or sick pupils.
- Liaise with parents or guardians who require collection from school due to illness or injury.
- Liaise with the school nurse arranging appointments.

3. Professional Development

- Participate in the Trust's performance management processes
- Participate in further training and development to improve own professional development
- Participate in appropriate training provided either by the school or the Trust.

4. Working with colleagues and other relevant professionals

- Work in close collaboration with colleagues and other relevant professionals within and beyond the school including the Trust Central Team, school's Local Academy Committee, Trust Central Team, Headteachers, Teaching and support staff across the Trust and within each of its schools.
- Develop effective professional relationships with colleagues.
- Be aware of the Trust's objectives relating to the provision of Catholic education. All schools/academies within the Trust are part of the Catholic Church and, as such, are to be conducted as Catholic academies in accordance with Canon Law, the teachings of the Catholic Church and the Trust Deed of the Diocese of Northampton.

5. Personal and Professional Conduct

- Uphold public trust understood and perceived of employees working in education and a school context and maintain high standards of ethics and behaviour, within and outside school
- Preserve the integrity and confidentiality of all people encountered as part of this role
- Have proper and professional regard for the Catholic ethos, policies, and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities of all those that work within education.
- Maintain strict confidentiality with respect to employee and pupil data in accordance with the Data Protection Act and Trust policies and procedures

4. Any Other duties

The post holder will be required to safeguard and promote the welfare of children and young people, and follow school policies and the Trust Code of Conduct. The Trust is committed to ensuring that it complies with all legislative requirements on safeguarding and child protection and that the Trust actively values and promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens. The Trust will ensure a continual focus on equality as measured by pupil progress and outcomes.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, online checks, medical check, evidence of qualifications plus verification of the right to work in the UK.

The post-holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy in relation to

employment and service delivery.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time and the post holder may be required to undertake other duties and responsibilities commensurate with the role as directed by the Headteacher or the Trust's Strategic Executive Lead (Chief Executive Officer).

PERSON SPECIFICATION

1. TRAINING AND QUALIFICATIONS

	Essential	Desirable	Evidence
A 'level or equivalent education		√	App form
Good level of general education including Maths & English (Grade A – C or 9 – 4)	√		App form
Evidence of continuous professional development in administration		√	App form
Current First Aid certificate		√	App form

2. EXPERIENCE

	Essential	Desirable	Evidence
Experience of working in an Educational environment (HE or schools/colleges).		√	App form interview
Experience of dealing professionally with wide range of people including parents and children.	√		App form interview
Experience of working in a busy office with completing priorities.	√		App form interview
Experience of organising meetings and diary management		√	App form interview

3. SKILLS AND KNOWLEDGE

	Essential	Desirable	Evidence
Excellent interpersonal skills and an ability to relate and communicate effectively with children, staff and parents	√		Interview
Ability to undertake multiple priorities whilst meeting deadlines.	√		Interview
Highly proficient in Microsoft Office particularly Outlook, Word and Excel.	√		Interview
Good written and oral communication skills.	√		Interview
Knowledge and understanding of child protection/safeguarding	√		Interview
Demonstrate ability to be organised, logical and methodical.	√		Interview

Understanding of Data Protection including GDPR and ability to remain discrete when privy to confidential information	√		Interview
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4. PERSONAL QUALITIES

	Essential	Desirable	Evidence
Proven ability to remain calm and work under pressure whilst prioritising effectively.	√		Interview
Proven ability to work on own initiative with a proactive approach.	√		Interview
Proven ability to work collaboratively with others	√		Interview
Proven ability to deal sensitively with people and resolve conflict	√		Interview
Proven ability to work flexibly under pressure to be able to meet deadlines	√		Interview
Commitment to maintaining confidentiality at all times	√		Interview
Commitment to safeguarding and diversity.	√		Interview

5. CONFIDENTIAL REFERENCES AND OUTCOMES

Applicants must be able to positively provide the following information if successfully appointed:

At least 2 written professional references
Confirmation of professional and personal knowledge, skills and abilities
Positive recommendation from current employer or training organisation
Satisfactory health and attendance record
Satisfactory enhanced DBS check and other pre-employment checks as required

HOW TO APPLY

Further information about the school can be viewed: www.st-edwards.northants.sch

To arrange a visit to the school and/or speak with the Headteacher please contact the school by telephone: 01536 481430 or by email: <https://www.olicatschools.org/joinus/currentvacancies> This will invite you to apply online via the Trust's applicant tracking system My New Term.

Closing date for completed applications, no later than 9am on Thursday 12th December 2024

Interviews will be held at St Edward's Catholic Primary School, Eastleigh Road, Kettering, NN15 6PT on Monday 16th December.

Please note if sufficient applications are received before the closing date, we reserve the right to close the vacancy early

All appointments will be subject to an enhanced DBS clearance in line with our Safer Recruitment Policy.

Thank you for your interest in our Trust.

For more information, please contact Trust HR by email at: TrustHR@Olicatschools.org or by telephone: 01604 497309 or, visit the OLICAT Trust website: www.olicatschools.org