Part-time School Admin officer

To start as soon as possible

Job Title: School admin officer

Salary: £21,529 (pro rata)

Hours: 8.30-12.30 Monday to Friday, Term time (38 weeks a year). This position can be combined with the admin officer role to create a full time position if desired

Job Spec

* To provide full administrative support to the Headteacher and teaching staff as required
* To manage “front of house” area – greet all visitors and make them feel welcome, cover the telephone and emails
* To assist with school events
* To project a professional image of the school at all times

KEY WORKING RELATIONSHIPS OUTSIDE THE SCHOOL

* All daily visitors – prospective students and parents, contractors, delivery drivers etc.

JOB DESCRIPTION

* General office administration and front of house duties
* Meet and greet all visitors to the School
* Answer and direct all incoming phone calls
* Process and distribute incoming post and frank outgoing post
* Carry out general admin duties e.g. writing letters and emails
* Maintain the general email accounts (info@ and admin@), responding to queries / directing enquiries as required
* Maintain and update website
* Assist in the upkeep of contact records, including student, staff and trustee contact information
* Create mailing labels as required
* Order stationary, first-aid equipment and sundries
* Maintaining a clean, tidy and orderly admin office

Day to Day running of the School

* Help maintain general order in the school e.g. clearing lost property and tidying notice board
* Assist with management of building
* Manage the school noticeboard, updating as required
* Take minutes of internal meetings as required
* Organise refreshments for visitors, including ordering food and making tea and coffee

School Hires

* Manage booking requests
* Maintain hire documentation
* Create invoices and liaise with Finance Department regarding payments
* Coordinate necessary security for hires

Marketing & Events

* Organise open mornings

Finance

* Process credit card reconciliation

Classes

* Filter and respond to enquiries from participants and parents
* Prepare relevant paperwork, such as registers, where required.

Other

* Process Disclosure & Barring Service (DBS) checks
* ID checks for contractors
* Arrange travel and accommodation for trips
* General administrative support for the headteacher and teachers, as required
* Undertake other duties commensurate with the level of this position

PERSON SPECIFICATION

Essential Skills & Experience:

* Excellent working knowledge including MS Office (Word, Excel, Outlook)
* Excellent interpersonal, oral and written communication skills
* Ability to work independently and as part of a small office team
* Ability to establish good working relations at all levels of the school
* A pleasant manner with visitors
* Good organisation skills, ability to multi-task, prioritise effectively and work to deadlines
* Understanding of equal opportunities
* Administrative experience

Desirable Skills & Experience:

* Minimum of one year of school administrative experience
* Experience with SIMs
* Valid First Aid qualification

The above serves as a guide and is not exhaustive; all professional staff are expected to undertake other duties and

projects as may be reasonably required by the headteacher in accordance with the grade of the post. You will be working as part of a small, friendly team and may be asked to provide extra support within the office during busy periods, working together in a mutually supportive way towards shared priorities.

Rights to work in the United Kingdom

Applicants for this role must be eligible to work legally in the United Kingdom. The successful applicant will be asked to evidence of their right to work in the UK before being formally offered the role. If you do not have the right to work in the UK we will not be able to consider you for this role. If you are uncertain about your eligibility to work in the UK, you are encouraged to contact the UK Borders agency. http://www.ukba.homeoffice.gov.uk/visasimmigration/working/

DBS checks

This role meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974.

All applicants who are offered employment will be subject to a criminal record check from the Disclosure & Barring

Service (DBS) before the appointment is confirmed. This will include details of cautions, reprimands or final warnings

Whaddon CofE School is committed to safeguarding and promoting the welfare of children and young people and requires all staff, governors and volunteers to share this commitment.
References will be taken up for all short-listed candidates prior to interview. All successful candidates are required to have an Enhanced DBS check. We welcome applications from both men and women of all ages from any background and from candidates with disabilities.