Part-time School Administration 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

Whaddon CofE School is an excellent school. We believe in the values of compassion, endurance and wisdom and as such constantly seek ways to improve learning outcomes for our children. We are looking for a highly motivated and efficient candidate who will share and promote our vision by joining our school. The successful candidate will work with initiative and have previous finance experience in a busy setting. The successful candidate will also be organised, enthusiastic and committed. They will have the ability to process information in a timely, accurate and confidential manner. They will have a high level of proficiency in Microsoft Office and have excellent interpersonal skills. Experience of working in a finance capacity will be required, however further training will be provided to successful candidates.

**About the role**

* To act as the school’s first point of contact, both personally and on the telephone, ensuring that all visitors receive the appropriate hospitality.
* To organise, maintain and monitor the schools pupil, personnel and financial systems, and to manage office functions to ensure an effective service to the school
* To ensure efficient and effective administrative day-to-day running of the school.
* Answering where possible day to day queries from staff, parents and visitors and ensuring that messages are passed on as appropriate.
* Opening and distributing internal and external mail.
* Opening and checking deliveries of school orders.
* Operating and screening communication systems in school (e.g. telephone, fax, email) and keeping up-to-date with the School Bulletin.
* Update the school website and ensure compliancy
* Producing letters, reports etc in liaison with the Headteacher.
* Ensuring staff room provisions are available.
* Administration data of school lunches
* Submission of the school Census
* Monitoring milk and snack deliveries
* Processing DBS applications

Update the school website and ensure compliancy

**About you**

* You will be flexible and enjoy working as part of a team
* You will be able to think for yourself and take the initiative
* Have good literacy and numeracy skills
* Have a positive, can do attitude
* Be welcoming
* Remain calm when under pressure

Previous experience of working within a school office preferred.

For more information please see person specification.

Visits to the school are warmly welcomed.

To download an application pack, please visit our website at:  
<http://www.whaddon.bucks.sch.uk/website/vacancies/314338> or if you require further information please contact Selina Davies on: 01908 501719 or email [office@whaddon.bucks.sch.uk](mailto:office@whaddon.bucks.sch.uk)

Closing Date & shortlisting: Monday 24th January 2022 @ noon  
Interviews: Friday 28th January 2022

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.