



Person Specification

Office Administrator

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Educated to GCSE standard with a minimum of grades A*-C in Maths and English or equivalent. i.e., NVQ level 2 or similar • Recent relevant CPD showing a commitment to progress 	<ul style="list-style-type: none"> • NVQ Level 3 or equivalent in Business Administration or a related discipline. • Qualification in Customer Service
Experience	<ul style="list-style-type: none"> • Excellent literacy and numeracy skills. • Ability to problem solve and offer constructive advice on best solutions. • Excellent communication and interpersonal skills and an ability to relate to people at all levels. • Exceptional attention to detail. • Excellent organisational skills. • Experience in using Microsoft Office packages, internet systems, and other databases. • Ability to use own initiative. • Working knowledge of financial systems and procedures. • Proactive and innovative approach to work. • Understanding of importance of Equal Opportunities and Health and Safety at Work. • An appreciation of the need to maintain strictest confidence. • Understanding of invoicing, supplier management, and payment reconciliation. • Ability to work as part of a team and support other team members when absences occur 	<ul style="list-style-type: none"> • Experience of working within an educational setting. • Experience of dealing with Pupils/Parents in relation to financial matters. • Experience of working in a school • Working in a financial environment • Experience of processing invoices and other day to day financial procedures.
Knowledge and Statutory Requirements	<ul style="list-style-type: none"> • Experience of working in an office environment • Knowledge of financial processes. • Up to date knowledge of Data Protection and Equal Opportunities. 	<ul style="list-style-type: none"> • Safeguarding training • Knowledge of Academy accounting practices.



	<ul style="list-style-type: none"> • Knowledge and commitment to safeguarding and promoting the general health, safety and welfare of young people. 	
Professional Development	<ul style="list-style-type: none"> • Ability to provide evidence to show a commitment to professional development. 	<ul style="list-style-type: none"> • Willingness to engage in continuous CPD
Values	<ul style="list-style-type: none"> • Commitment to ensuring the safety and welfare of children • Commitment to upholding and promoting the ethos and values of the Academy. 	
Personal Qualities	<ul style="list-style-type: none"> • Ability to deal with financial issues and maintain confidentiality. • Passionate about health, safety, and wellbeing. • Flexibility. • Commitment to equality • Attention to detail • Team Player • An effective communicator with both Academy staff, pupils, parents and carers. • Energy and enthusiasm and able to work under pressure. A sense of humour • Willingness to support and contribute school events in and out of school time 	



Job Description Office Administrator

RESPONSIBLE TO	School Business Manager
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KEY PURPOSE OF THE POSITION

- Assist the School Business Manager in administering all financial transactions, including the processing of invoices in line with the Academy's Financial Policy and compliance with the financial guidelines in the DfE Academy Handbook.
- To be responsible for providing effective office administration to the school.
- To provide a welcoming and effective reception environment in a professional and positive manner.
- Assist with the completion of registers confirming attendance and carrying out welfare checks on absent pupils ready for the attendance officer.
- Maintain effective computer-based records.
- First point cash handling and counting
- To process financial and administration tasks within the Academy as directed by the Finance Manager.
- To support the Finance Manager, School Business Manager and Chief Finance and Operations Officer in the completion of all day-to-day financial procedures.

MAIN AREAS OF RESPONSIBILITY

DUTIES – GENERAL OFFICE ADMINISTRATION

- Have a high degree of accuracy in regard to proof reading documents and letters produced on behalf of the academy.
- Undertake general reception duties, recording visitor attendance in line with safeguarding protocol and informing staff of visitor's arrival.
- Accepting, checking and distributing deliveries to relevant staff members.
- Assist with reception and telephone enquiries.
- Maintain computer-based pupil records on ARBOR's database.
- Assist with the maintenance of staff records on ARBOR's database.
- Respond to enquiries, both verbal and written, for general information from parents and staff
- Support the management of communications in the Academy.
- Provide staff with pupil information as required.
- Liaise with senior leaders, to ensure all Academy documentation for public distribution is prepared to set deadlines.
- Assist staff with pupil profiles and references, and forward transfer information to the appropriate School/Academy.
- To assist in the effective and efficient running of the school office.
- Contact parents/carers to support attendance management and safeguarding procedures.
- To contribute to the safeguarding and promotion of the welfare and personal care of children and young people.



DUTIES – FINANCIAL ADMINISTRATION

- Provide assistance with financial duties
- To process all day-to day financial administration of the Academy accounting systems including safe receipt and handling of cheques/cash.
- To enter and place purchase orders for all goods and services.
- To ensure that delivery notes are checked against any orders or invoice and ensure any discrepancies are queried with the School Business Manager.
- To record and reconcile all income received by the academy.
- To ensure purchase orders or invoice related queries are dealt with speedily and effectively and are appropriately authorised.
- Preparing invoices for payment, ensuring that expenditure is posted to the correct cost codes.
- To work with the School Business Manager to produce timely payment runs with pre agreed deadlines. To ensure all required authorisations have been gained prior to payment and the academy's finance policies adhered to.
- To ensure supplier statements are checked and copies of invoices requested when needed.
- To assist the School Business Manager with monthly management accounts by ensuring month end procedures are completed, i.e., monthly bank/credit card reconciliation processes.
- Administering the petty cash account providing cash to employees for reimbursement of expenses.
- Provide assistance to School Business Manager with finance paperwork which includes cross-checking statements, recording data, scanning and filing of financial documents.
- Assistance with maintenance of ARBOR, recording information, dealing with enquiries and assistance with collection of outstanding debt.
- Maintain stock levels of equipment and stationery.

DATA PROTECTION AND SAFEGUARDING

- To work and process personal and sensitive information in accordance with the Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
- To ensure that you are kept updated with the requirements of Keeping Children Safe in Education and have responsibility for promoting and safeguarding the welfare of children and young people.

HEALTH AND SAFETY

- Where appropriate, undergo Basic First Aid/Health and Safety training and update courses.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Support the Academy's implementation of all current statutory requirements, e.g., The Equalities Act and Child Protection legislation.

CONTINUING PROFESSIONAL DEVELOPMENT



- Keep up-to-date and informed on changes to legislation, and roles and responsibilities.
- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments in marketing/communications which may lead to improvements in provision.
- Undertake any necessary professional development as identified in the Academy/Trust Development Plan, taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.

Candidates must also be willing to undertake any other responsibilities in line with their grade as requested by the Trust.

RESPONSIBILITIES FOR RESOURCES

People

None

Physical Resources/Physical Efforts

None

Budgets

None