

Batley Multi Academy Trust - Job Description

Trust/School Post:	Batley Girls' High School
Department:	Administration
Post:	Administration Officer (Finance)
Grade:	5
Accountable to:	PA to the Headteacher
Responsible for:	N/A
Purpose of Job	
To provide effective and efficient administrative support within the main school office.	
Responsibilities	
<ul style="list-style-type: none"> ● Provide general administrative support to the School as part of the Administration team e.g. typing, photocopying, emailing, database inputting and franking post. ● Process purchase orders and invoices. ● When covering reception duties, provide excellent customer service for all visitors both in person and on the telephone. ● Deal with all requests in a courteous, professional, calm and friendly manner. ● Maintain an awareness of the location of learners and staff at all times to deal with queries. ● Operate an efficient system for ensuring messages are passed onto the appropriate staff. ● When covering reception duties, ensure all visitors to the School are signed in and issued with the correct lanyard. ● Ensure safeguarding systems are adhered to through managing access to the School and maintaining visitor information. ● Support fire evacuation procedures. ● Ensure the confidentiality of your working environment. ● Carry out basic first aid for learners and staff as required. 	
Additional Information	
<ul style="list-style-type: none"> ● Undertake any such duties commensurate with the post as directed by the Headteacher/Line Manager. ● As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the school's responsibilities towards safeguarding. ● A good knowledge and understanding of the Data Protection Act 2018 and a willingness and commitment to ensure compliance of this and any associated data-related legislation. 	

- Develop and maintain an awareness of mental health issues affecting both colleagues and learners and act in a supportive way that helps others and enables them to be open about any issues affecting them.

Batley Multi Academy Trust - Employee Specification

Post: Administration Officer (Finance)	Grade: 5
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Please carefully read the notes of guidance enclosed with the application form and provide information to help us decide whether you meet the criteria below.

Qualifications, Skills, Experience	Essential/ Desirable	Method of assessment
The role requires a minimum of Grade 4 – 9 (A –C) in English.	Essential	Certificates
Basic First Aid Trained (or willingness to undertake training).	Desirable	Certificates
Experience of working in a busy office/reception environment.	Essential	Application Form/ Selection Process
Experience of dealing with confidential information.	Desirable	Application Form/ Selection Process
Experience of dealing with financial systems to process orders.	Desirable	Application Form/ Selection Process
Experience of working in a school setting.	Desirable	Application Form

Performance Attributes	Method of assessment
<i>Please note, all the following criteria are essential</i>	
Excellent literacy and numeracy skills to be able to produce complex documentation.	Application Form/ Selection Process
Good developed IT skills.	Application Form
Effectively communicates and exchanges orally or in writing varied information to inform others, including colleagues, learners, parents/carers and members of the public.	Application Form/ Selection Process
Works cooperatively as part of a team, taking responsibility for activities as directed.	Application Form/ Selection Process
Makes a contribution to working flexibly with colleagues within and across the teams and supports others to achieve shared goals.	Application Form/ Selection Process
Takes a flexible approach to changing priorities or unexpected situations.	Application Form/ Selection Process
Consistently performs to the best of their ability in accordance with the school's/ Trust's policies and procedures and delivers an efficient and effective service.	Application Form/ Selection Process

Ability to use a range of problem solving techniques, to think creatively when presented with varied requests and to know when to refer on to colleagues.	Application Form/ Selection Process
Recognises the importance of continued professional development and identifies training needs.	Application Form/ Selection Process
Works with integrity and professionalism.	Application Form/ Selection Process
Resilient and able to work under pressure.	Application Form/ Selection Process