

Post Title	School Office Administrator
JD Ref	CA004
Responsible To	Headteacher
Grade	Grade 6

Purpose	<ul style="list-style-type: none"> • Delivery of a proactive, supportive, compliant and effective business support services to the Leadership Team & wider staffing of Newtown Primary School. • Timely and accurate completion of transactional HR & Payroll activities to ensure on time salary payments each month. • Maintenance of key databases to ensure accurate pupil and staffing data is held at all times. • Processing of invoices, ordering of goods, collection and recording of money. • To provide reception services as the first point of contact for parents, visitors and colleagues, dealing with requests in an efficient and professional manner.
Specific Responsibilities	<ul style="list-style-type: none"> • To answer the telephone in a friendly, professional manner and record and pass on messages as appropriate. • To assist in the production of letters and message to parents and the wider school community. • To support in the production of the School's annual workforce census and other DfES and/or statutory returns. • To distribute internal and external post and correspondence as appropriate. • To undertake filing and photocopying, assisting users with the operation of office equipment. • Contribute to the planning, development and organisation of business support services, systems, policies and procedures. • Assist in obtaining staff absence cover under the direction of the head teacher. • Organise school trips/events and transport as necessary • Assist in the organisation of extended school activities
Data Management	<ul style="list-style-type: none"> • Ensure accurate and timely data is maintained in the Trust's chosen pupil database at all times. Including but not limited to absence, registration, medical needs, Parent/Carer or legal guardian, emergency contacts, dietary requirements/allergies, safeguarding and independent travel. • Assist with both, annual and in year pupil admissions including the "off and on rolling" of pupils annually. • Take responsibility for the ongoing maintenance of the School Single Central Record, ensuring compliance at all times. • Storage and accessibility of school risk assessments, safeguarding policies, insurance, maintenance and service contracts. • Maintain school lunch system.

HR & Payroll	<ul style="list-style-type: none"> • Ensure accurate, on time submission of monthly payroll returns to CET HR Team. • Maintenance of accurate sickness absence records ensuring accurate data is available to the Trust's HR Team, enabling the identification of trends and triggers in sickness absences. • Maintenance of accurate staff leave records, ensuring that annual and special leave is allocated, booked and paid in accordance with contractual terms and Trust Policy. • Undertake the starter's and leavers processing within the Trust's chosen HR system. • Ensure pre-employment checks are performed and results are recorded in the School's Single Central Record (SCR), to include the renewal of checks as is required. • To assist in the production and distribution of offer letters, contracts of employment, contract variations and terminations as necessary. • To assist and support in the collation of staffing data for the purposes of audit and/or OFSTED inspection. • To be the first point of contact in school for day to day HR related queries, escalating to CET HR Team as necessary. • Ensure that accurate and up to date personnel records and data are maintained, in accordance with Trust procedures and stored in compliance with data protection legislation;
Finance	<ul style="list-style-type: none"> • To receive and process invoices in schools chosen finance system in a timely manner ensuring supplier payment terms are met. • Assist in the management and ordering of school office stock, ordering and maintaining supplies. • Undertake banking activities (cash income – fundraising/trips etc.). • Manage school "Uniform Shop" replenishing stock, monitoring stock levels recording income and banking cash income. • Manage nursery income, raising invoices, monitoring and recording income. • Apply for any funding/grants as appropriate.
Reception Services	<ul style="list-style-type: none"> • To provide a warm welcome for parents, visitors and colleagues and deal with their requests in an efficient and professional manner. • To allow access to the school site whilst having a high regard for security. • To ensure visitors sign in and are provided with a visitor's badge and any relevant documentation. • To receive deliveries.
General	<ul style="list-style-type: none"> • Comply with and assist with the maintenance of policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to the Headteacher. • Facilitating Health & Safety Audits, ensuring a healthy safe and secure environment in which systems are in place for effective monitoring and reporting of health and safety issues. • Maintain the schools social media platforms, ensuring content is up to date and compliant at all times. • Be aware of and support difference and ensure equal opportunities for all. • Ensure information is treated confidentially and have absolute discretion at all times • Contribute to the overall ethos/work/aims of the school. • Participate in training and other learning activities and performance development as required. • A desire to play a key role in the continuity development of our school • Act in a manner which displays the utmost confidentiality and respect of pupil and staff records at all times.

	Essential	Desirable
Qualifications /Training (Competencies)	<ul style="list-style-type: none"> GCSE Grade A-C (Maths and English) or equivalent Evidence of Continuing Professional Development 	<ul style="list-style-type: none"> Qualification in Business Administration
Knowledge	<ul style="list-style-type: none"> Effective use of ICT, to include Microsoft Office. Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation Data Protection & GDPR Knowledge 	<ul style="list-style-type: none"> Knowledge of general recruitment admin functions Inc. recruitment processes and production of contracts Knowledge of safer recruitment in education and working together to safeguard children
Relevant Experience	<ul style="list-style-type: none"> Demonstrable experience of business administration/finance administration Experience with data and record management systems. Experience of development, management and operation of administrative systems. 	<ul style="list-style-type: none"> Experience of working within an education setting Experience of working with ScholarPack/SIMS/PSF Experience of performing and recording pre-employment checks (School Single Central Record).
Skills	<ul style="list-style-type: none"> Excellent interpersonal skills with ability to engage at all levels Excellent communication skills in written and verbal formats including production of reports, newsletters and general communications Must be adept at problem-solving, including being able to identify and resolve issues in a timely manner Demonstrable numerical and analytical skills Ability to absorb and assimilate a wide range of information Ability to work under pressure and tight deadlines, and prioritize and organize workloads 	<ul style="list-style-type: none"> Experience, or a good understanding, of the world of education and the changing environment will be an advantage. Previous experience of school ICT packages will be an advantage.
Personal Qualities	<ul style="list-style-type: none"> Customer-centered approach to service delivery and team player Keen attention to detail and accuracy. Highly confidential Emotionally intelligent Committed & passionate Commitment to Equality & Diversity Highly self-motivated Highly organized with an energy, drive and flexibility to ensure a job is done and done well Willingness to take a full role in the life of Schools and the Trust 	

ADDITIONAL INFORMATION	<ul style="list-style-type: none">• Occasional attendance at meeting outside of normal hours.• Requirement for some out of school activity, working additional weeks during school closures to support specific activities or events as appropriate• The postholder may be required to work at other schools within the Trust. A valid driving licence/ability to travel independently may be necessary to fulfil this role.• It is the practice of this school periodically to examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the school's aim to reach agreement on any alterations. If this is not possible the Headteacher reserves the right to insist on changes to job descriptions after consultation.• All external appointment are subject to Cumbria Education Trust's standard probation periods and assessment
SAFEGUARDING	<p>Applicants for all posts must be willing to undergo safeguarding screening appropriate to the post.</p> <p><i>Cumbria Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</i></p> <p><i>All staff members are required to complete an enhanced DBS disclosure</i></p>

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