

Olive Hill Primary Academy

A member of Stour Vale Academy Trust



Office Administrator Candidate Pack

Happy, Confident, Responsible, Successful



Advert
Full Time / Permanent
Office Administrator
Grade 4, SCP 5-6
Actual Salary £22,083 - £22,434
37 hours per week / 39 weeks per annum

Olive Hill Primary Academy wish to appoint a School Administrator as soon as possible to join our busy office. The successful candidate will have experience of working in a school office environment, be friendly, well organised and self-motivated.

As the School Administrator you will play an integral part in providing administrative support to ensure that the school office and main reception run smoothly working closely with senior leaders and the School Business Manager as well as being the first point of contact for parents and visitors alike.

Olive Hill is a two-form entry primary school, taking 60 children in each year group. We also have our own nursery provision and can accommodate two-year-olds through a private provider, Acorns. Our lovely school has expanded over-time and offers lots of facilities for our children to learn in a vibrant environment. We have extensive outside space, including a trim trail, a forest school area, two large fields and a range of hard surfaces.

We are a founding member of the Stour Vale Multi Academy Trust and we are proud to learn in partnership with our other schools (Earls High School, Holywell Primary, Huntingtree Primary, Lavender Farm Nursery, Moat Farm Infants, Moat Farm Junior School, Newtown Primary, Northfield Road Primary, Oldbury Academy, Queen Victoria Primary, Redhill School, Ridgewood High School, The Wordsley School) and beyond.

Stour Vale Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will carry out pre-appointment checks including DBS and will disqualify any applicant where we consider the outcomes to be unsatisfactory. This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. We are committed to ensuring that no applicant will be disadvantaged or discriminated against of their protected characteristics under the Equality Act 2010.

Closing date: Friday 20th February 2025

Shortlisting: Week commencing 23rd February 2025

Interviews: TBC

Please see the full candidate pack for details on how to apply.



About Olive Hill Primary Academy

Olive Hill Primary Academy is larger than the average primary academy, with 470 pupils currently on roll from Nursery to Year 6. On 1st September 2017, the school became part of the Stour Vale Academy Trust. It was a founder member, alongside The Earls High School and Redhill School.

Our core value is the belief that we are here for each and every child. We believe that fairness is giving every child what they need to be happy children, confident individuals, responsible citizens and successful learners. In delivering our core value, we demonstrate a commitment to excellence and continuous growth through developing leadership in every role, trust and transparency. At Olive Hill we deliver a broad and balanced curriculum that incorporates character development, academic achievement and oracy. We are rigorous, robust and relentless in our pursuit of excellence through having the highest expectations of the children and ourselves. We act with integrity and compassion at all times. It is the strength of our relationships that allow us to deliver a high-quality education to all.

Olive Hill has a stable staff team who share a strong commitment to learning from the best practice in order to provide the best possible education and care for each individual child. The drive for the continued improvement in the quality of teaching has led to significantly improved rates of pupil progress, culminating in much improved attainment by the end of Key Stage Two. In comparison with national expectations, previously our children have entered nursery with low attainment and attainment at the end of Key Stage Two is now above the national figure.

The school provides a popular breakfast club and a private provider, Acorns, works closely with us to provide after school care in the school hall and provision for two-year-olds and three-year-olds in our community room.

Part of the school building dates back to 1938. Since January 2012, a substantial part of the school's budget reserves and devolved capital have been spent on renovating this space. This has created a much-improved learning environment for children and staff. In 2015 the playground area was enlarged, and a new sport's pitch and forest school area were added.

Historically there has been a high level of mobility across the school, making it even more important that the school continues to have robust assessment procedures and tracking of progress in place, alongside a very consistent approach to fostering excellent conduct and learning behaviour. Good liaison has enabled us to make immediate provision for the specific needs of children who have joined us from other primary schools or recently entered the country.

16% of children at Olive Hill are identified as having a special educational need. The percentage of children known to be eligible for the pupil premium grant is above the national figure at 24%. The percentage of children whose first language is believed not to be English is 30%. The good provision made for these individual children is enhanced by a strong partnership with the Learning Support Service, Educational Psychology, Virtual School and other relevant outside agencies.

Our school is a great place to work and learn. We are part of supportive community of parents, carers and other relatives. The staff team are dedicated to their profession and go above and beyond to provide the children with a rich education. The senior leaders act with compassion,

integrity and a drive for excellence. The children are incredible and deserve the very best from the adults around them.

Our most recent OFSTED, in January 2022, recognised that:

"Staff expect pupils to behave well, and they do. Pupils know they must always be ready, respectful and safe"

"Pupils are at the centre of leaders' thinking in this inclusive school. Staff know the pupils well. They have an accurate view of pupils needs. Staff make sure that pupils are supported emotionally and that their pastoral needs are met. Leaders and staff want the best for pupils. They build caring relationships with them and their families"

"Pupils said that they feel safe and happy at school, and that they would recommend their school to anyone"



Job Description

Job Title	Administrative Assistant
Grade	Grade 4
Responsible to:	School Business Manager
Responsible for:	Not applicable
Working days / hours:	39 working weeks during term time. 37 hours per week Monday to Friday

Core Purpose:

- To provide administrative support to the school.
- To provide support and work under supervision to complete varied duties including acting as 'first point of contact' for all parents, staff and visitors.

Administrative

Schools MIS System

- Process pupil admissions and in year transfers; liaising with the headteacher and local authority
- Input pupil data and maintain records, identifying and obtaining missing information where necessary
- Transfer files electronically preparing and sending a pupil's files to another school through the secure web site
- Processing Year End
- Prepare for the new academic year e.g. moving pupils into new classes

Other Administrative Duties

- To liaise with the Senior Leadership Team arranging staff agency cover when required, contacting external agencies
- Recording staff absences for the School Business Manager
- Administering Medication - storing of, ensuring that it is taken, checking that it is in date
- To carry out general administrative duties including word processing,



- creating and updating spreadsheets, mail merge and data entry
- To assist with refreshments under the direction of the Senior Leadership Team
- To attend to enquiries from pupils, parents, visitors and staff
- Front of house reception duties, including welcoming and making necessary arrangements for visitors, pupils, ensuring security arrangements are carried out, answering phones and ensuring messages are forwarded as appropriate

Finance Administration

- Receive and check deliveries, contacting suppliers of any discrepancies.
- Enter all invoices and credit notes onto the finance system. Ensure all details are correct
- Scan in invoices to the finance system.
- To support the School Business Manager when processing BACS / Faster payments on a regular basis to ensure suppliers are paid in a timely manner

School Trips

- To communicate with the visit leader to be able to set up the school visit on 'School Money', our online payments system, scheduling payments and ensuring they are online for parents to pay
- To obtain three quotes from coach companies and book transport for visits when required
- To chase outstanding payments from parents
- Support parents in using the online payments system

Other

- Be aware of, and comply with, policies and procedures relating to safeguarding, child protection, health and safety, confidentiality and data protection, recording/ reporting all concerns to the appropriate person and disclosures to the relevant professional
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall vision and values of Stour Vale Academy Trust
- Attend and participate in meetings, training and other learning activities and performance development as required
- Any other duties commensurate with the duties/responsibilities/grade of the post

Personnel Specification



Job Title Administrative Assistant

Grade Grade 4

Responsible to: School Business Manager

Responsible for: Not applicable

Working days / hours: 39 working weeks during term time
37 hours per week

No	Categories	Essential	Desirable
QUALIFICATIONS			
1.	GCSE Grade C or 4 or equivalent in English and Maths or NVQ L3	◆	
2.	First Aid Qualification (full training will be given)		◆
EXPERIENCE			
3.	Minimum of 2 years office experience, including the development, management and operation of administrative systems	◆	
ABILITIES, SKILLS & KNOWLEDGE			
4.	Effective use of ICT packages (Sage Intacct / SIMS / School Money – full training will be given)	◆	
5.	Good keyboard skills	◆	
6.	Ability to maintain high standards of accuracy and have a calm methodical approach to work	◆	
7.	Ability to prioritise and meet deadlines	◆	
PERSONAL QUALITIES			
8.	Ability to relate well to children and adults	◆	
9.	Good organisation skills	◆	

10.	Ability to identify own training needs and willingness to participate in training and development opportunities	◆	
11.	Commitment to safeguarding and promoting the welfare of children and young people	◆	
12.	Genuine respect for others and desire for equality of opportunity and diversity	◆	
13.	Ability to work as part of a team understanding Trust roles and responsibilities and your own position within these	◆	
14.	Can-do attitude and solution-focused approach with an ability to manage expectations and not over promise	◆	
15.	Have a willingness to demonstrate commitment to the values and ethos of Stour Vale Academy Trust	◆	



For an informal discussion please contact:

Debbie Williams
School Business Manager
Telephone 01384 958439

Closing date for applications:

Friday 20th February 2025

Please visit our websites

<http://www.svat.org.uk/>

<http://www.olive.dudley.sch.uk/>

Please send completed application forms to:

Mrs Debbie Williams, Olive Hill Primary Academy, Springfield Road,
Halesowen, B62 8JZ or by email to dwilliams@olive.dudley.sch.uk

Please note only successful candidates will be contacted.

All candidates are subject to Safer Recruitment Procedures.