



Office/Operations Administrator



Harbour
Learning
Trust

Purpose of Post

To provide reception, clerical, administrative and financial support at the school to underpin teaching, learning and school management alongside other members of the team and the Business Services Partner.

Main duties and responsibilities

Internal & External Relationships

- Perform reception and telephone duties to provide courteous advice, information and help to staff, pupils, parents and the general public;
- Provide administrative service e.g. confidential typing, arrange diary, prepare draft agendas and take minutes to support effective management and decision making, as and when required;

Document Processing

- Undertake document and report preparation, storage, format, retrieval, amendment and transmission using IT skills and a range of technology to support information processing and communication;
- Undertake order processing and resolve routine issues that arise to ensure that stock levels are maintained, non-routine items are procured and payments are authorised and recorded, with the help and support of the Business Services Officer;
- Process, format and assemble documents, records, information and data. Manipulate information and undertake routine analysis to produce reports and analysis of pupil data and statistical returns;
- Support with attendance registers and process attendance returns.
- Support with safeguarding administration as directed.
- Support with admission and suspension administration, as required
- Checking and compiling of reports, returns and inventories to comply with statutory requirements related to staff attendance and remuneration, sites and buildings and pupil related issues;

Financial Support

- Assist in planning and arranging school trips/events including venue and transport availability, make and confirm booking, pay deposit, collect and record pupil contributions, and make final payments;
- Ensure all financial transactions are correctly authorised, processed, recorded and reported. Balance, accounts for and banks all monies and administers transactions;
- Daily contact with Principal, Admin or Business Services Partner and other teaching or non-teaching staff to determine priorities and highlight areas of concern;
- Contacts with pupils and parents on matters relating to educational records or enquiries.

Other

- Support with Health and safety, medications and first aid ensuring reporting and recording
- Support with the organisation of lunchtime staff and supervision arrangements
- Support the Business Service Partner with some aspects of their role including premises oversight.

Job Description : Office/Operations Administrator

Contract type:	Permanent
	Term time + 5 days
Salary:	Scale 4, Points 7-11
	£26,403 - £28,142 (FTE)
	£22,680 - £24,174
Reports to:	Principal
Location:	St Giles Academy

Office Operations/Administrator

Specification	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> 4 GCSEs, including English and Mathematics or equivalent qualification 	<ul style="list-style-type: none"> GCSE ICT grade C or equivalent qualification Higher level qualifications relevant to the role ie NVQ Level 2 or 3 Business Administration
Experience	<ul style="list-style-type: none"> An understanding of school administrative processes. Knowledge and Use of MS Office and Google suites Experience of a range of IT applications e.g. spreadsheets and graphs to create reports and documents Experience in a similar role within a school environment 	<ul style="list-style-type: none"> Knowledge of safeguarding and the Ofsted framework Knowledge and use of Arbor a distinct advantage
Professional knowledge & understanding	<ul style="list-style-type: none"> Ability to use full range of office equipment and information processing technology to produce, amend and update information and documents, correspondence and reports Ability to balance and record cash transactions and an awareness of the related financial processes 	<ul style="list-style-type: none"> Knowledge of relevant policies, codes of practice and awareness of relevant legislation within an educational setting
Skills	<ul style="list-style-type: none"> Ability to produce and amend documents with attention to detail Ability to process orders and resolve routine issues that arise Good literacy and numeracy skills Good interpersonal and communication skills Ability to develop and maintain positive relationships with children and colleagues and act as a role model Good time management and the ability to multitask Flexibility, commitment and reliability 	
Personal Attributes	<ul style="list-style-type: none"> Good communication and interpersonal skills with a broad range of people Ability to have a flexible approach to work to meet changing deadlines Resilience, motivation and committed Able to work positively with others in a teamwork situation Ability to communicate with and motivate groups of children High levels of honesty and integrity Commitment to the DANCE values Ability to maintain and promote positive relationships with students, parents/carers etc. 	

We passionately believe that every child should receive the very best education that prepares them fully for the future

Harbour Learning Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.