

## Job Description

### Office Administrator

**Job title:** Office Administrator

**Directorate:** Forward As One CE Multi Academy Trust

**School:** St. James' CE Primary School, Ashton-under-Lyne

**Reporting to:** Headteacher

**Grade:** NJC04 - NJC06 (£24,404 - £25,813)

**Hours per week:** 36 hours per week. Term time only

**Closing date:** Friday 22nd November 2024 - 12.00pm

**Start Date:** 9th December 2024 or as soon as possible

#### **Purpose of the post:**

Under the guidance of senior staff, be responsible for undertaking administrative, financial, organisational processes within the school and support the Trust. Assist with the planning and development of support services in school whilst trust facilities compliance when required.

#### **Main duties & specific responsibilities:**

- ✓ Manage manual and computerised record/information systems
- ✓ Analyse and evaluate data/information and produce reports/information/data as required
- ✓ Undertake typing and word-processing and complex IT based tasks
- ✓ Provide personal/administrative and organisational support to other staff
- ✓ Complete and submit monthly returns for dinner money collection
- ✓ Provide administrative and organisational support to the Governing Body
- ✓ Undertake administration of complex procedures such as school admissions.
- ✓ Complete and submit complex forms, returns etc., including those to outside agencies e.g. DfE (Census), Local Authority tasks.
- ✓ Undertake routine administration of school lettings and other uses of school premises.

**Forward as One Church of England  
Multi Academy Trust**

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Bolton, BL1 8QA

**T:** 01204 333 741 **E:** enquiries@forwardasone.uk

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- ✓ Creation of purchase orders and purchase invoices via Sage Education.
- ✓ Manage uniform/snack/other 'shops' within the school
- ✓ Provide advice and guidance to staff, pupils and others
- ✓ Undertake research and obtain information to inform decisions
- ✓ Assist with procurement and sponsorship
- ✓ Assist with marketing and promotion of the school
- ✓ Undertake financial administration procedures
- ✓ Monitor and control the information populated on Arbor Education.
- ✓ Complete any school/trust purchase ordering including raising the purchase orders where applicable
- ✓ Support trust schools when necessary, with the purchase ledger processes including purchase invoices

#### **Support for the School:**

- ✓ Be aware of and comply with policies relating to Child Protection, Health & Safety, Equal Opportunities, Confidentiality, Keeping Children Safe in Education as well as general staff procedures
- ✓ Contribute and uphold to the Trusts ethos, vision and aims of - *#OneTeam #OneMission #OneFamily*
- ✓ Appreciate and support the role of other professionals
- ✓ Attend and contribute to relevant meetings as required
- ✓ Participate in training and other learning activities as required
- ✓ Contribute to the organisation of school activities
- ✓ Establish constructive relationships and communicate with other agencies/professionals
- ✓ Recognise own strengths and areas of expertise and use these to advise and support others

#### **Safeguarding Statement:**

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates are subject to an enhanced disclosure from the Disclosure and Barring Service. In line with Keeping Children Safe in Education 2024, as part of our recruitment process, we will carry out an online search on shortlisted candidates to identify any comment, image or other content that could cause reputational damage to the trust and/or give rise to a safeguarding concern. If we discover anything during our searches this will be passed on to the recruitment manager and discussed during interview. This role is subject to an Enhanced DBS plus Children's Barred List Check. Pre-employment checks will be undertaken before appointment is confirmed.*

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## C. PROFESSIONAL KNOWLEDGE, UNDERSTANDING & EXPERIENCE

	Essential or Desirable	Evidence
Experience of Administration/Secretarial work	E	A/I/R
Experience of working in a school or a similar field	D	A/I/R
A good level of Education including passes in Maths and English GCSE (or equivalent) and excellent written and spoken English.	E	A/I/R
Evidence of further higher level of Education and/or professional development.	D	A/I/R
An understanding of the importance of effective documentation and record keeping	E	A/I/R
Excellent and up to date ICT and administration skills	E	A/I/R
Experience in using Microsoft modules - Word, Excel, Powerpoint	E	A/I/R
Experience using Office 365 emails and diaries	E	A/I/R
Sage Education	D	A/I/R
Arbor Education	D	A/I/R
Knowledge and experience of managing and writing website/Social Media content	D	A/I/R
Experience of marketing to promote the vision and values of the School to all stakeholders	D	A/I/R
Experience of processing administration documentation	D	A/I/R
Basic awareness of first aid	D	A/I/R
Use of specialist equipment/resources	D	A/I/R
Awareness of relevant policies/codes of practice and relevant legislation	E	A/I/R
Intermediate ICT skills	E	A/I/R
Ability to self-evaluate learning needs and actively seek learning opportunities	E	A/I/R
Ability to relate well to children and adults	E	A/I/R
Work constructively as part of a team	E	A/I/R
Ability to persuade, motivate and negotiate	D	A/I/R
To be able to initiate opportunities to ensure tasks are completed within specified timeframes	D	A/I/R

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**D. PERSONAL SKILLS AND ATTRIBUTES**

Applicants should be able to provide evidence that they have the necessary personal skills and attributes required by the post

	<b>Essential or Desirable</b>	<b>Evidence</b>
Professional and effective interpersonal skills and a commitment to developing good working relationships with all stakeholders	E	A/I/R
Be a positive role model and promote the Christian values of the Trust in all aspects of the role	E	A/I/R
Ability to prioritise time effectively and work under pressure to meet deadlines	E	A/I/R
Use of initiative to manage multi-organisational tasks effectively	E	A/I/R
Commitment, integrity and a high degree of confidentiality to the Trust	E	A/I/R
A demonstrable commitment to Child Protection and Safeguarding Children	E	A/I/R
Proven ability to work collaboratively as part of a team	E	A/I/R
Ability to work independently and manage own work load	E	A/I/R
Resilience and a pro-active outlook to all challenges	E	A/I/R
Patient, flexible and adaptable, meticulous and conscientious	E	A/I/R
Aspirational outlook	E	A/I/R