



North East
Learning Trust

WE'RE LOOKING FOR
AN **ADMINISTRATION**
OFFICER
TO JOIN OUR TEAM



The Academy
at Shotton Hall

The Academy at Shotton Hall

Passfield Way,
Peterlee, SR8 1AU

0191 518 0222
enquiries@shottonhallacademy.co.uk
www.shottonhallacademy.co.uk

Administration Officer

Required as soon as possible

Term Time Only plus 5 days

£16,871 to £18,262

We are seeking to appoint an enthusiastic and hardworking, flexible and committed person to join our dedicated team providing administrative support across the academy. This is an exciting opportunity to join a growing Multi Academy Trust.

The successful candidate will:

- Have experience of working in a busy school office
- Be friendly and welcoming with effective communication skills.
- Be well organised and have the ability to work flexibly to meet deadlines.
- Have experience of using databases ensuring a high level of accuracy.
- Have experience of analysing and evaluating data/information to produce reports
- Have the ability to work as part of a team
- Have the ability to use relevant ICT applications including word and excel.
- Have the ability to maintain high levels of confidentiality

Deadline:

Tuesday 8 July 2019, 12 noon.

How to apply:

Application forms should be completed and returned with a supporting letter of no more than two sides of A4 to **debra.livingston@shottonhallacademy.co.uk** or by post to Debra Livingston (Head of Administrative Services), The Academy at Shotton Hall Passfield Way, Peterlee, SR8 1AU.

If you require any extra information please call Debra on 0191 5180222 ext 104 or 07739678353.



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Job description

Responsible to

Office Manager

Job Purpose

To provide the day to day administrative support for school staff.

The key duties of this post will generally include:

Welfare

- To liaise with parents regarding pupils' sickness/injury
- To assist with the general welfare of pupils

Reception

- To be the first point of contact for both telephone and face to face enquiries and take messages where appropriate
- To ensure school safeguarding arrangements are always complied with, including the issue of visitor's badges and signing in arrangements
- To accept and sign for deliveries as appropriate
- To provide hospitality for visitors to the school

Clerical

- To work to achieve required deadlines
- To undertake typing and word processing as required
- To undertake filing, photocopying and reprographic work as required including the basic maintenance of photocopiers
- To maintain the school calendar
- To be responsible for the sorting and distributing of incoming post and the sending of outgoing post and arranging specialist collections
- To be responsible for checking school e mails to the school administration account and forwarding them to the relevant member of staff
- To provide general clerical support as required
- To assist with the collection of data from students and/or parents for accurate

maintenance of SIMS

- To assist with daily texts to students who are absent
- To add data to CPOMS when required
- To assist with collection and preparation of money for trips and dinner money
- To assist with the monitoring and maintenance of stock
- To help and support the administration of activities week
- To support the administration of school trips and uniforms
- To support the curriculum areas in preparation of materials and resources
- To support curriculum areas in the preparation of wall displays

General

- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- To attend any training courses relevant to the post, ensuring continuing, personal and professional development

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You therefore have a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.



Person specification

	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none">• Good general education including GCSE Grade A*-C in English and Mathematics.	<ul style="list-style-type: none">• 4 GCSE's including English and Mathematics or equivalent qualifications.• Qualifications in Word and Excel or Level 3 qualification in Business and Administration (or equivalent)	<ul style="list-style-type: none">• Application form/letter
Experience	<ul style="list-style-type: none">• Experience of working in an administrative setting.• Experience of providing good customer service, which may involve contact with challenging situations	<ul style="list-style-type: none">• Relevant experience in a school/ educational setting• Experience of using Word and Excel.• Experience of SIMS systems• Experience of establishing and maintaining administrative systems	<ul style="list-style-type: none">• Application form/letter• References• Interview
Skills and knowledge	<ul style="list-style-type: none">• Good ICT skills• Has good organisational skills and is able to prioritise tasks effectively• Demonstrate effective communication and presentational skills• Ability to work independently and within a team• Excellent literacy and numeracy skills	<ul style="list-style-type: none">• Knowledge of school information and financial systems e.g. SIMS, TUCASI or equivalent• Knowledge and understanding of safeguarding in a school environment• Flexible approach to work	<ul style="list-style-type: none">• Application form/letter• References• Interview

	Essential	Desirable	Method of Assessment
Other	<ul style="list-style-type: none"> Organised and efficient Enthusiastic, self-motivated Confidentiality Tactful and discreet Punctual 		<ul style="list-style-type: none"> Application form/ letter References Interview Medical clearance

References:

Any relevant issues arising from references will be taken up at interview.

DBS and pre-occupational health:

The North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applications with disabilities will be granted an interview if the essential job criteria are met.