



School Administration Officer

St Thérèse of Lisieux Catholic Primary School

Required: As soon as possible

Salary: Grade E-F, SCP 6-11 (Actual salary £16,490 – £18,206)

Hours: 37 per week, Term Time plus 5 days

Contract Type: Permanent

Location: Ingleby Barwick, Stockton on Tees

The organisation

St Therese of Lisieux Catholic Primary School is part of the Nicholas Postgate Catholic Academy Trust (NPCAT), a family of 26 schools, a sixth form and teaching school from across the north of the Diocese of Middlesbrough. With more than 9,000 pupils and 1,200 staff, the Trust is now the North-East's largest Catholic Trust and the second largest Catholic Multi-Academy Trust in the UK.

The role

We require an Administration Officer to provide general and financial administrative support to the school under the direction and guidance of the Trust Business Manager.

Please refer to the attached Job Description and Person Specification for further information.

Further Details

Application packs are available from the Trust's website at <https://npcat.org.uk/current-vacancies/>. Candidates should complete and return a Support Staff Application Form, a Recruitment Monitoring Form and a Rehabilitation of Offenders form to recruitment@npcat.org.uk

CV's will not be accepted.

For an informal discussion about the role please contact Lisa Marron, Head of Finance on 01642 529200.

Closing Date: Friday 6th December 2019 at 12 noon

Interview Date: Wednesday 11th December 2019

Nicholas Postgate Catholic Academy Trust is committed to equality of opportunity, safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS Clearance along with other relevant employment checks. The successful candidate will be required to sign a Catholic Education Service contract.

JOB DESCRIPTION

POST TITLE:	School Administration Officer
RESPONSIBLE TO:	Trust Business Manager
SALARY:	Grade E/F SCP 6-11
JOB PURPOSE:	To provide general and financial administrative support to the school under the direction and guidance of the Trust Business Manager.

Main Responsibilities

Finance, Procurement & Contract Management

- To ensure purchase order requisitioning and staff expenses claims forms are completed accurately, appropriately authorised and forwarded to the Trust's Exchequer Services team in line with the Trust's monthly financial management timetable.
- Ensuring goods received notes are checked and updated in the Trust's accounting system as soon as possible after receipt.
- Liaising with the Trust's Exchequer Services team in respect of any queries in relation to the payment for goods and services.
- Maintain stocks and supplies of curriculum/general office equipment as required by the school.
- Ensuring a school based inventory is maintained for all items of furniture and equipment for any items with an original cost of over £300.
- Completion of debtors request forms for any debt over £100 for forwarding to the Trust's Exchequer Services team to allow the recording and recovery of such debts.
- Provision of management information from the respective cashless system in operation at the school to the Trust to allow the accurate and timely posting of income from the Trust's bank account and the associated posting of this into the Trust's financial accounting system where applicable.
- The collation and provision of any information required to support school or Trust led procurement activity.

- To undertake reconciliation and accounting for educational visits / other income streams received into the school.
- To submit claims with supporting evidence for staff absence insurance reimbursements.
- To prepare monthly payroll reports in accordance with agreed timescales for review by the Trust Business Manager.
- To support school leaders and the Trust Business Manager in developing and agreeing monthly management accounts with their respective Senior Trust Finance Partner.

Estates & Health & Safety Management, Human Resources & Governance & Risk Management

- To act in support of the Trust Business Manager in respect of any general administrative duties in the above areas.

Marketing & Communications

- To undertake all required communications with parents on behalf of the school.
- To act as a contact point with the Trust's Marketing & Events team in respect of marketing literature, newsletters and the organisation of whole school/Trust events.

Whole School & General Administration

- To raise school issues requiring support to the Trust's ICT helpdesk.
- To provide general administration support to the school e.g. photocopying, filing, faxing, completion of standard forms and responding to routine correspondence.
- Undertake front of house/reception duties; answering telephone, face to face enquiries, liaising with relevant staff, outside agencies and parents and visitors.
- Assist with pupil first aid/welfare duties, looking after sick pupils and liaising with staff/parents as required.
- Assist with the arrangements for planning and delivering school educational visits.
- Maintain on a timely basis manual and computerised records/management information systems.
- Produce reports / collate information as required e.g. pupil data.

- Undertake typing/word processing and other ICT based tasks.
- Sort and distribute mail.
- Provide administrative support in respect of school admissions and exclusions.
- To prepare for approval school census and other statutory returns in accordance with published timescales.
- To ensure all requirements to comply with GDPR requirements are built into all school based systems and procedures on an ongoing and continuous basis.
- Act as a clerk to any internal school meetings as required, taking notes to produce an accurate and timely record of business.
- To arrange room booking and hospitality for school based meetings.

Safeguarding, Equality & Diversity and Health & Safety

- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To carry out your duties with full regard to the NPCAT's Equality Policy and objectives.
- To comply with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the COO/HOF may determine.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY TRUST POLICIES.

<p>THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO FULL ENHANCED DISCLOSURE CHECKS BEFORE AN OFFER OF APPOINTMENT IS MADE – AND THESE WILL BE SUBJECT TO RECHECKING AS APPROPRIATE</p>
--

PERSON SPECIFICATION
SCHOOL ADMINISTRATION OFFICER

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education	E1	NVQ Level 3 or equivalent qualification / experience in a relevant discipline	AF/C	D1	First Aid qualification	AF/C
Experience, Knowledge & Skills	E2	Strong numeracy and literacy skills	AF, R, I	D2	Experience of working in the education sector	AF, R, I
	E3	Effective use of specialist ICT packages and other resources	AF, R, I			
	E4	Full working knowledge of relevant policies/codes of practice/relevant legislation	AF, R, I			
	E5	Ability to develop and improve systems	AF, R, I			
	E6	Experience of working effectively in a busy environment with competing priorities and deadlines	AF, R, I			
Personal Attributes	E7	Ability to relate well to both children, adults and other stakeholders	AF, R, I	D3	Ability to self-evaluate CPD needs and to seek out new learning opportunities	AF, R, I
	E8	Ability to work effectively and constructively as part of a team, understanding school roles and	AF, R, I			

		responsibilities and your own position within these				
Special Requirements	E9	An understanding of the Catholic ethos of NPCAT	AF, R, I			
	E10	An understanding of safeguarding and child protection requirements	AF, R, I			

Key – Stage identified	
AF	Application Form
C	Certificates
D	Disclosure
I	Interview
R	References