



**School Administration Officer**  
**Grade 6 Salary Range £4,248 - £4,624 per annum**  
**10 hours per week**  
**Monday to Friday 8:30-10:30am**  
**Term time only**

The closing date for applications is **Friday 20<sup>th</sup> July 2018 at 9am.**

**Job Purpose**

To provide general administrative/financial support to the school under the instruction/guidance of the Headteacher.

**TASKS**

**Organisation**

- Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assist in arrangements for school's trips, events etc.

**Administration**

- Provide general clerical/admin. support e.g. photocopying, filing, complete standard forms, respond to routine correspondence
- Maintain manual and computerised records/management information systems, recording staff and pupil absence etc.
- Produce lists/information/data as required e.g. pupils data from the management information system or other school databases
- Undertake typing and word-processing and other IT based tasks
- Take notes at meetings
- Sort and distribute mail
- Undertake any administrative procedures as required by the Headteacher
- Maintain and collate pupil reports
- Undertake routine administration of school lettings and other uses of school premises

**Resources**

- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet)
- Maintain stock and supplies distributing as required and maintaining inventories
- Operate uniform/snack/other 'shops' within the school

- Provide general advice and guidance to staff, pupils and others
- Undertake general financial administration e.g. processing orders, school dinner money, school trip contributions and raising invoices for wrap around care and nursery sessions

## RESPONSIBILITIES

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school and the academy trust
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

<b>Experience</b>	<ul style="list-style-type: none"> <li>• General clerical/administrative/financial work</li> </ul>
<b>Qualifications/ Training</b>	<ul style="list-style-type: none"> <li>• NVQ 2 or equivalent qualification or experience in relevant discipline</li> <li>• Good numeracy/literacy skills</li> </ul>
<b>Knowledge/Skills</b>	<ul style="list-style-type: none"> <li>• Appropriate knowledge of first aid</li> <li>• Effective use of ICT packages</li> <li>• Use of relevant equipment/resources</li> <li>• Good keyboard skills</li> <li>• Knowledge of relevant policies/codes of practice &amp; awareness of relevant legislation</li> <li>• Ability to relate well to children and adults</li> <li>• Work constructively as part of a team, understanding school roles &amp; responsibilities and your own position within these</li> <li>• Ability to identify own training &amp; development needs &amp; cooperate with means to address these</li> </ul>

The appointment will be subject to enhanced DBS clearance and other relevant pre-employment checks. Please click [here](#) for further information regarding our Safeguarding Policy.

Applications must be submitted on The Mill Academy official Support staff application forms, unaccompanied CVs will not be accepted.

Further details and application forms are available on The Mill Academy website ([www.millacademy.co.uk](http://www.millacademy.co.uk)) or contact the HR Manager on 01993 848166 Monday – Friday 8.00am – 4:00pm or email [jobs@millacademy.co.uk](mailto:jobs@millacademy.co.uk) (term time only). We look forward to receiving your application.

Victoria Musson  
Director of Education