

JOB TITLE: School Office Assistant

NORMAL LOCATION: Silverstone UTC, Silverstone Circuit.

SCALE & SALARY RANGE: £14000 - £16000 FTE

HOURS OF WORK: 8:30am – 4:30pm, term time only 39 weeks

RESPONSIBLE TO: PA to Leadership Team

OVERALL PURPOSE OF JOB: To assist the busy school office, ensuring the provision of effective and efficient administration services for the school.

DUTIES AND RESPONSIBILITIES

- Enter data onto finance system
- Dealing with payments and purchases
- Matching delivery notes to invoices
- Scanning invoices into finance system
- Prepare end of month reports
- Assisting the Finance Manager with preparing the monthly reporting pack
- Ordering stationery and other office supplies
- Post
- Filing
- Answering telephone, taking messages, making calls
- Photocopying
- Dealing with administrative tasks for the Exams Office and Data Manager
- Assisting in different departments where administration duties are required
- Learning SIMS data base, helping with all school communications.
- Produce reports, send letters and other materials to support the team
- Provide support in other admin areas as required

General duties applicable to all staff employed at the School:

Duty		Description
A	School policies	To undertake all duties and responsibilities in accordance with UTC policies, including Equal Opportunities; Data Protection; Health & Safety; Child & Vulnerable Adult Protection; and Quality and Financial regulations. To report any concerns to the appropriate person
B	Training & professional development	To take full responsibility for personal professional development and training
C	Performance appraisal	To participate in the UTC Performance Appraisal Development Programme; agree an action plan; and undertake the required training in order to update skills and meet the requirements of the UTC and Departmental Strategic Plans
D	Flexibility	To undertake such other duties as may reasonably be required, commensurate with grade, at place of work
E	Probationary period	The post holder should be able to do the job competently after 6 months
This is a description of the job as it is at presently constituted.		

PERSON SPECIFICATION:

Criteria	Essential	Desirable
Education and Qualifications	Good all round level of education to include Maths and English to GCSE (Grade A – C) or equivalent level (level 9-4)	Good all round education to include relevant qualifications such as Business Administration at level 3
Experience and knowledge	<p>Experience of using computerised administrative systems</p> <p>Understands the importance of confidentiality and discretion</p> <p>Demonstrable knowledge of Equality and Diversity</p>	<p>Understanding of Child and Vulnerable Adult protection (Safeguarding Agenda) and the willingness to increase knowledge</p> <p>Experience of working with young people, preferably in a School environment</p> <p>First Aid qualification or willingness to achieve within 6 months of commencing in post</p>
Skills and Abilities	<p>Excellent written and verbal communication skills</p> <p>Tactful and diplomatic</p> <p>Flexibility in order to adapt to the changing needs of the School</p> <p>Adaptable, organised and able to work with minimum supervision</p> <p>Motivation to continually improve standards and achieve excellence</p> <p>Able to follow instructions accurately but make good judgements and lead when required</p>	<p>Proficient user of Management Information Systems in a school setting (e.g. Capita SIMS)</p>
Other	<p>Act as a role model to staff and students</p> <p>Demonstrable commitment to Silverstone UTC's vision and values</p>	

SAFEGUARDING

The Governing Body is committed to safeguarding and promoting the welfare of children and young persons and must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people. The successful candidate will therefore be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS).