

Bishop Justus CE School

[www.bishopjustus.bromley.sch.uk](http://www.bishopjustus.bromley.sch.uk)

# Application Pack

**Office Administrator**

Required: Immediate Start





# Office Administrator

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Bishop Justus Church of England School is seeking to appoint an Office Administrator to assist with the day to day administrative and secretarial duties of the busy School Office.

Our ideal candidate will:

- Have a flexible attitude;
- Good communication skills;
- A confident telephone manner;
- Good IT skills, use of Microsoft Office required;
- Good time management skills and the ability to prioritise tasks;
- Excellent attention to detail; and
- A good sense of humour.

In return, we offer:

- A happy community committed to the professional development of all colleagues;
- A distinctive local context ensuring we place inclusivity at the heart of all we do;
- A skilled and experienced team of teachers and other professionals;
- A motivated leadership team leading rapid improvement to the students' life chances;
- A school in which the students are enthusiastic, engaging and thoughtful.

We would be pleased to welcome you for an informal visit prior to application.

We are committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check.

As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.



## THE APPLICATION PROCESS AND TIMETABLE

### CLOSING DATE

You are invited to submit an application form, available with this pack, along with a personal statement outlining your suitability for the role against the person specification and job description.

- Closing date for applications: 18<sup>th</sup> September 2023 – 12.00 noon

### SHORT LISTING

The candidates selected for interview will be informed after short listing and full details of the interview programme will be provided. If you have not heard anything from us after the interview date below, please assume your application has not been successful.

### INTERVIEWS

Candidates will be invited for interview.

- Interviews: Week commencing 18<sup>th</sup> September 2023

### APPOINTMENT

All candidates will be contacted following interview.

- Appointment to commence: Immediate start

### APPLYING

Please send your application, outlining your suitability for the role against the enclosed person specification and job description, by email to [recruitment@bishopjustus.bromley.sch.uk](mailto:recruitment@bishopjustus.bromley.sch.uk).

Please note a signed copy of your application form will be required prior to interview.

Shortlisted candidates will be asked to bring appropriate identification with them to interview. For the purpose of DBS clearance, only copies of the successful applicant's identification will be retained.

All candidates should provide two references. Permission should be sought prior to including any referee on your application form. Shortlisted candidates will have their references taken-up before any interview.

**Bishop Justus is committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check. As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.**



## JOB DESCRIPTION

### DETAILS

**Job Title:** Office Administrator

**Hours:** Full time (36 hours per week, 40 weeks per year)

**Grade:** Aquinas 4 (£22,398.00 p.a - £24,219.00 p.a)

**Actual part time range:** £20,018.16 p.a - £21,645.67 p.a

**Accountable to:** Office Manager

### THE ROLE

To be part of the Bishop Justus Administration team and to undertake all duties as may reasonably be required. Review and assessment of the school's needs and requirements will regularly take place and the specific tasks and responsibilities of individuals may change depending upon the school's needs and the skills of personnel.

#### Specific Tasks and Responsibilities

- The day-to-day administration of the school office providing administrative support for the school.
- Deliver a responsive customer focused professional service.
- Develop and ensure the maintenance of student and general files, including archiving and keeping accurate records.
- Provide accurate data input on the schools' management information system. Training will be provided.
- Provide administrative support for whole school e.g. setting up testing or trips communication.
- Liaise with appropriate managers to secure excellent communications, e.g. telephone system, information communication technology and postal service.
- Be responsible for maintaining free school meal and pupil premium pupil status in the MIS.
- Arrange for supplies and orders to be placed as appropriate to facilitate an efficient service.
- Answer the phone and handle any queries appropriately.
- Act as a front of house; communicate with pupils, staff, parents and visitors appropriately.
- Dealing with routine correspondence, as appropriate.
- Proof read documents.
- Receive enquiries from staff, students, parents, contractors, and other members of general public; answer or process enquiries as necessary.
- Ensure all post is sorted and distributed
- Attend staff meetings and any relevant training programs, such as safeguarding
- Contacting parents of sick/injured children for collection
- General word processing and office duties
- Assist with maintaining the school website.
- Administer first aid as required.
- Undertake other duties as required by the Office Manager commensurate with the level of the post.



## **Resources**

- To create and maintain a working area that is a pleasant, tidy and well organized.
- To ensure that equipment and other resources are properly cared for.
- To take care of equipment and furniture with any damage or defects to fabric or equipment are reported to the Premises Manager as appropriate.

## **Training**

- Attend training courses required to undertake training to fulfil the requirements of the post.

***At Bishop Justus School staff are expected to work in line with the school's Ethos.***

Responsibilities are likely to change over time and you will be expected to perform duties of a similar nature such as the Headteacher may reasonably require.



PERSON SPECIFICATION

OFFICE ADMINISTRATOR

	Essential	Desirable
<b>Qualifications and Training</b>	<p>The Successful candidate will;</p> <ul style="list-style-type: none"> <li>• Have English and Maths GCSEs.</li> </ul>	<ul style="list-style-type: none"> <li>• Safeguarding training.</li> <li>• Data protection training.</li> <li>• First Aid trained.</li> </ul>
<b>Skills and Knowledge</b>	<p>The Successful candidate will be able to;</p> <ul style="list-style-type: none"> <li>• Demonstrate a high degree of literacy skills, including accuracy and sound use of grammar and punctuation in the presentation of written material.</li> <li>• Prioritise their workload and complete all tasks required of them.</li> <li>• Communicate with people over the phone in an appropriate and engaging manner, effectively answering any questions.</li> <li>• Demonstrate an organised and effective approach to handling a demanding workload.</li> <li>• Have integrity and maintain confidentiality at all times.</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent knowledge of Microsoft Office applications.</li> <li>• Demonstrate a working knowledge of how to manage the reputation of the school and engage with the school community.</li> </ul>
<b>Experience</b>	<p>The successful candidate will have experience of:</p> <ul style="list-style-type: none"> <li>• Working in an administration role.</li> <li>• Working as part of a team.</li> <li>• Handling confidential information.</li> </ul>	<ul style="list-style-type: none"> <li>• Handling complaints and concerns from parents and other key stakeholders.</li> <li>• Working within a school environment.</li> </ul>
<b>Personal Qualities</b>	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> <li>• The ability to work as both part of a team and independently.</li> <li>• The ability to maintain successful working relationships with colleagues.</li> <li>• High levels of drive, energy and integrity.</li> </ul> <p>The successful candidate will be:</p> <ul style="list-style-type: none"> <li>• Dedicated to promoting their professional development and achieving desired qualifications.</li> <li>• Able to plan and take control of situations.</li> </ul>	<p>A knowledge of health and safety, and equal opportunities in the workplace.</p>



	<ul style="list-style-type: none"><li>• Capable of handling a demanding workload and successfully prioritising work.</li><li>• A good team player, with the ability to also work on their own initiative.</li></ul> <p>Willing and able to work flexible hours and across a range of work areas to meet service requirements.</p>	
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## Benefits of Working with Aquinas

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### TREATING YOU AS A PROFESSIONAL...

**Aquinas committed to national and local agreements affecting employment** as contained in the Burgundy Book (Conditions of Service) for teachers and Green Book (National Joint Council) for associate colleagues unless superseded by statute or revised editions, or by local provisions. This includes salary scales; period of notice and end of contract; maternity, paternity and adoption leave; leave of absence; and annual leave.



## HELPING YOU STAY RELAXED...

**Working with us gives you discounted access to a range of leisure activities.** CSSC is an exclusive membership for public sector employees. For less than £5 a month, families and individuals can save much more on a range of pursuits including...



- Free entry to 280 English Heritage sites for you and your family;
- Cinema tickets from £5 including all top chains;
- Reduced price days out, trips and theme parks;
- Subsidised sports training and entry into select events;
- Special offers on new and used vehicles;
- Discounts in high street shops, on holidays, eating out and more.

## LOOKING AFTER YOUR WELL-BEING...

**We believe well-supported, valued colleagues with a clear and shared purpose are best placed to provide for the emotional well-being of children in their care.** Provided by Health Assured, our 'Employee Assistance Programme' is intended to help colleagues deal with personal problems that might adversely impact work performance, health and well-being. Typically support may include assessment, counselling and referral for individuals or their family.

