



**'Let us be united by knowledge'**



# **School Administrator Information Pack**

**Grade 4 (£20,092 - £22,183 pro rata)  
37 hours per week/42 weeks per year**



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Dear Applicant

Mercia School is a growing 11-18 school that serves the south-west of Sheffield. The school opened in September 2018 and will grow incrementally until we offer A-level in 2023. Mercia School is a traditional school, following the practices of the very best schools in the country. We strive for social mobility and achievement for all.

Mercia School provides all pupils, no matter their background or starting point, a rich and demanding education that inspires them to go on to a top university or a viable alternative. Mercia School is different. The curriculum is academic with a focus on acquisition of knowledge at its heart. Pupils receive high levels of challenge in their studies.

We passionately believe in promoting the arts, sport, languages and STEM through our thriving elective programme, as part of our extended school day. These experiences coupled with our curriculum, broaden our pupils' horizons. The character traits our children present are very important to us. Therefore, we give our pupils the opportunities to show commitment, determination, resilience and independence, whilst expecting them to be kind and compassionate to one another. Our children open doors for one another, they say 'please' and 'thank you.' They address teachers with respect. During Family Lunch, they serve one another and show appreciation and gratitude. This is all part of the Mercia way.

I expect that teachers teach from the front with excellent subject knowledge. Our classrooms are arranged in rows with pupils learning things by heart. We value our teachers' passion for developing their specialism by ensuring they have time and energy to be reflective of their teaching. A whole school team approach to improving practice ensures we have high levels of consistency, which allows us to drill down to the minutiae that matter.

Underpinning our ethos is a dedication to high expectations. 'We sweat the small stuff,' because we care about our pupils. The little things matter and make the difference in our quest for all our children to be a success in their life. As a result, behaviour at the school is of the highest standard.

As Headteacher, I am excited about the start we have made and I am delighted with the team we have assembled thus far. It is imperative that I continue to build an excellent team of teaching and support staff that are fully committed to building a world-class school for our community.

I am seeking a highly skilled and talented individual, with a thirst to learn, to serve as one of the school's administrators. You will have a chance to help us develop something incredibly special in the school and beyond. This is a once in a career opportunity. You will be expected to work diligently with unrivalled passion and work ethic, as we shape our school. You must be ambitious for our children and have a hunger to be the best you can be.

You will love working with pupils and families, building strong relationships to ensure we deliver a phenomenal education. Your role will include immersing yourself with the wider staff body and being part of the school community. All support staff at Mercia School interact with children and add capacity to deliver a safe, warm environment.

If this letter has filled you with excitement, I look forward to receiving your application.

Closing date for applications is **Friday 25 June 2021**. Please send all applications electronically to Gill Darlow at [gdarlow@merciaschool.com](mailto:gdarlow@merciaschool.com)



**Dean F Webster**  
**Headteacher**  
**Mercia School**



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# Mercia School



**Post: School Administrator**

**Contract type: 37 hours/42 weeks**

**Contract term: Permanent**

**Salary: Grade 4 (£20,092 - £22,183 pro rata)**

**We are seeking to appoint an outstanding individual to work as part of a small administration team that is central to the smooth operation of the school**

**The right candidate will have:**

- the ability to communicate effectively, both verbally and in writing
  - a high level of accuracy with a keen eye for detail
    - strong organisational skills
  - an ability to work using their own initiative
    - an alignment to a can-do culture
- the capability to establish and maintain effective relationships with staff, pupils and their parents
  - the ability to adapt to situations and change priorities when necessary
    - strong principles that are aligned with the school
  - the ability to capture, store and accurately retrieve information using ICT systems
  - a commitment to safeguarding and an understanding of the requirements in school

The team operates a weekly rotation of working hours as follows. Hours are not negotiable:

7.30am – 3.30pm

9.30am – 5.30pm

**We welcome applications from talented, ambitious individuals who can dedicate themselves to the implementation of the school's vision and values**

**Please email completed application forms, or any enquiries about this post, to [gdarlow@merciaschool.com](mailto:gdarlow@merciaschool.com)**

**Closing date for applications: Friday 25 June 2021.**

**Start Date: Tuesday 1 September 2021**

[www.merciaschool.com](http://www.merciaschool.com)



## JOB DESCRIPTION

<b>Post Title:</b>	<b>Admin Officer</b> * This post is a designated customer facing role under the fluency duty and requires a specified level of spoken English in the person specification
<b>Salary:</b>	<b>Grade 4</b>
<b>Responsible to:</b>	<b>PA to Headteacher and Office Manager</b>
<b>Responsible for:</b>	<b>Not applicable</b>

The post holder must at all times carry out his/her responsibilities within the spirit of School policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to statutory responsibilities of the Governing Bodies of Schools.

### PURPOSE OF THE POST

Under the guidance of senior staff: be responsible for undertaking administrative processes within the school to provide an efficient support service

### KEY RESPONSIBILITIES

#### Administration:

- To work as part of a team providing a high level of administrative and clerical support to the school
- Management of manual and computerised record/information systems as directed by the Headteacher
- Take a lead role in the maintenance of complex administrative systems
- Undertake routine typing, word-processing and complex IT based tasks
- Contribute to the planning, development and organisation of support service systems and procedures
- Supervise, train and develop staff as appropriate
- Undertake reception duties
- To operate established and new technology-based office equipment

**Pupil Support:**

- To be responsible for specific school systems that support pupil's welfare and learning as directed by the Headteacher
- To be responsible for completion and submission of complex forms, returns etc., including those to external agencies
- Analyse and evaluate data/information and produce reports/information/data as required
- Assist with the monitoring and management of stationery/other stock within an agreed budget, cataloguing resources and undertaking audits as required
- To assist parents and visitors with their queries and direct them to the relevant personnel within school in a courteous, helpful and professional manner
- To arrange hospitality for whole school events where appropriate
- To assist with the co-ordinating of educational visits in liaison with the Deputy Headteacher
- To attend to pupils' personal needs, including social, health, hygiene, first aid and welfare matters as part of individual care plans
- To administer medicines to pupils when required

**Resources:**

- Provide advice and guidance to staff, pupils and others
- Undertake research and obtain information to inform decisions
- Assist with marketing and promotion of the school

**WORKING ENVIRONMENT AND CONDITIONS OF THE POST**

- The post may be required to travel and work within any school in the Mercia Learning Trust

**GENERAL DUTIES**

- To contribute to whole school events as and when required
- To ensure accurate records are securely maintained and held in accordance with General Data Protection Regulations (GDPR)/Data Protection Act 2018
- Be aware of and support diversity, ensuring equal opportunities for all
- Develop professional, constructive relationships with other agencies, schools and professionals
- Participate in meetings, training and performance development as necessary
- Recognise own strengths and areas of expertise using these to advise and support others
- Be willing to undertake training and professional development as required of the post
- Any other duties and responsibilities appropriate to the grade and role

**PROMOTION OF TRUST VALUES**

- To contribute to the overall development of Mercia Learning Trust to ensure the Trust operates on the basis of shared and collective responsibility
- To contribute to the overall ethos, work and aims of Mercia Learning Trust
- To support and contribute to the Trust's commitment to safeguarding all students. All schools in the Mercia Learning Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees are expected to share this commitment.

- To be aware of the school's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities
- All the above duties and responsibilities to be carried out in accordance with policies adopted by the School Governing Body and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role.



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## Person Specification

<b>Post Title:</b>	<b>Admin Officer</b> * This post is a designated customer facing role under the fluency duty and requires a specified level of spoken English in the person specification
<b>Salary:</b>	<b>Grade 4</b>
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<b>Responsible for:</b>	<b>Not applicable</b>

	<b>Essential</b>	<b>Desirable</b>	<b>How Identified</b>
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>Grade C or above in English and maths</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of further Education</li> <li>First Aid Qualification</li> </ul>	Application form and interview
<b>Skills and Knowledge</b>	<p>*The ability to converse at ease with members of the public and students and provide advice in accurate spoken English is essential to this role</p> <ul style="list-style-type: none"> <li>Work within a team or alone</li> <li>Commitment to listen and act on instructions, verbal and written, including health and safety requirements</li> <li>Respond to situations as they arise ie. safeguarding</li> <li>Accuracy and attention to detail</li> <li>Effective communicator with both adults and students</li> <li>Working knowledge of Microsoft packages</li> </ul>	<ul style="list-style-type: none"> <li>A strong understanding of Mercia School; its culture, climate and values and be able to model these if appointed to the role</li> </ul>	Application form, interview and references

<b>Character</b>	<ul style="list-style-type: none"><li>• Strong moral purpose and drive for improvement</li><li>• Motivated, enthusiastic and flexible</li><li>• Excellent interpersonal skills</li><li>• Good sense of humour</li><li>• Desire to develop yourself</li><li>• Ability to receive and act on feedback</li><li>• Strong attention to detail</li><li>• Ability to work under pressure</li><li>• Commitment to the full life of Mercia School</li><li>• Excellent record of attendance</li></ul>	Application form, interview and references
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