



UNIVERSITY OF
LIVERPOOL
MATHS SCHOOL
EDUCATION FOR 16-19 YEAR OLDS

School Administrator and Receptionist (2 roles)

University of Liverpool Mathematics School
(ULMaS)

- Permanent role 37 hours per week, 46.6 weeks per year pro rata
- FTE salary £22,324 - £24,164 for an excellent candidate
- Actual pro-rata salary £19,950 – £21,595 depending on experience and qualifications
- Term time only (38 term time weeks plus 2 weeks additional during school holidays)
- 23 days holiday (to be taken during school holidays) plus 8 days Bank Holidays & 2 days holiday to be determined by the Trustees.
- Local Government (NJC) Ts&Cs
- Start date to be arranged

Job pack contents:

- Application procedure
- Information about ULMaS, and the post
- Job description
- Person specification.

Application Procedure

Should you wish to apply for this position please send the following:

- A completed application form (on the TES website) including a supporting statement which should be **no longer than 800 words**

Links to these documents can be found on our website.

Enquiries may be made to Marie Black, School Business Manager

marie.black@livmathsschool.org

Closing date: , but applications will be considered upon receipt.

Interview date: , though early applicants may be interviewed in advance of this date.

Please advise your referees that they may be contacted and asked to provide a reference at short notice.

The University of Liverpool Mathematics School wishes to appoint two enthusiastic and skilled administrators to play key roles in the running of the school including:

- School Reception and Switchboard
- Data Management
- Admissions Administration
- Outreach and Extracurricular Visits Administration
- Examinations Administration
- Finance Administration
- PA Support to the School's Leadership Team

This post represents an interesting opportunity for a well-organised professional to bring their skills to a highly motivated group of staff and students at a school where the effective and intelligent use of data and efficient administrative systems is highly valued. It will be of interest both to those who already work in school administration and those who would like to gain school experience before moving on to another role within education. The successful candidates will be welcome to play a full part in the life of the school as well as fulfilling their administrative responsibilities.

The key responsibilities, to be divided between the successful candidates according to their relative skills, experience and interests, are:

- To administer student admissions and support the marketing of the school
- To maintain electronic records in the many different areas of the school where data is collected and processed
- To manage the administration related to internal and external examinations, with the support of the school's Leadership Team
- To manage the administration of HR functions, with the support of the School's Business Manager
- To assist the school's Business Manager with finance processes in order to enable segregation of duties
- To support the administration of the outreach and extra-curricular activities run by ULMaS
- To welcome visitors to the school and ensure related safeguarding arrangements are maintained
- To help manage diaries and provide other day to day PA support to the school's Leadership Team

The successful candidates will be provided with training and support as they become expert in the various electronic systems the school uses including:

- Access Education Finance
- Bromcom MIS
- Microsoft Office 365 and Google G-Suite
- The TES Portal recruitment system
- Applicaa Admissions+

Job description

Post title	Receptionist and Administrative Assistant
Responsible to	Business Manager

Role outline
<p>Our two administrators will be expected:</p> <ul style="list-style-type: none"> • To maintain electronic records in the many different areas of the school where data is collected and processed, including student admissions and support the marketing of the school • To manage the administration related to external examinations, with the support of the school's Leadership Team • To manage the administration of HR functions, with the support of the School's Business Manager • To assist the school's Business Manager with finance processes in order to enable segregation of duties • To support the administration of the outreach and extra-curricular activities run by ULMaS • To welcome visitors to the school and ensure related safeguarding arrangements are maintained • To help manage diaries and provide other day to day PA support to the school's Leadership Team • To provide other administrative support to ensure the efficient running of the school

Responsibilities
<p>Data Management and Student Admissions</p> <ul style="list-style-type: none"> • Maintaining data in the school's core management information system (Bromcom training provided), including pupil and staff records, set lists, timetable alterations and attendance records • Compiling accurate school census returns as required by the Department for Education • Collecting, submitting and downloading data from ALIS (the CEM A-Level Information System), and analysing that data as directed by the relevant member of the Leadership Team • Processing data about assessments so that staff, students, parents and carers, and trustees have the information they need • Maintaining the database of information relating to ULMaS alumni • Managing permissions for the school's shared areas (Sharepoint/ Google Drive/ school network server) • Liaising with our IT support provider to create student accounts and ID passes following enrolment • Creating accounts for new staff on appointment, providing them with access to our cloud services • Managing the email distribution lists, including adding new students/staff to these on enrolment/appointment • Managing student applications in Admissions+, and supporting the work of the Admissions Panel • Organising the Admissions Aptitude Test

- Organising the student interview process
- Working with the Business Manager and Senior Leadership Team to market and promote the school

Examinations Officer

- Ensuring the smooth running of the school's internal and external examinations systems effectively and efficiently
- Providing a comprehensive examinations data analysis service for the Senior Leadership Team
- Checking-in examinations papers, keeping them secure and dispatching completed papers with the correct checks and records
- Processing and checking the student examination entries to ensure they are accurate
- Manage candidate access arrangements ascertained by liaising with the SENCo
- Appointing a small team of external invigilators to provide a professional invigilation service for the external examinations
- Providing training to all internal and external staff who will invigilate public examinations
- Planning and enacting a timetable of invigilation for all external examinations
- Produce student exam timetables and seating plans for external examinations
- Collecting and dispatching coursework samples
- Maintaining exam related stationery
- Escalating appropriately any perceived or reported irregularities relating to examinations
- Processing and distributing exam certificates
- Training for this function will be provided by the Headteacher

Finance and HR

- Imputing orders into the Access finance system
- Informing the Business Manager when orders need authorising
- Submitting the order to relevant companies
- Receiving deliveries and contacting the member of staff to let them know they have arrived
- Ensuring all invoices have a signature from the relevant staff member before entering onto system for payment
- Entering invoice onto the finance system and passing them to the Business Manager for authorisation
- Assisting the Business Manager with the processing and approval of BACS payments
- To support the Business Manager with payroll administration
- To support the staff recruitment process including advertising vacancies, processing applications and planning selection processes.
- Training will be given by our experienced Business Manager

Outreach and Extracurricular Activities Administration

- Providing administrative support for all aspects of the school's outreach activities, including contact with participants and schools, marketing and advertising for the scheme, logistical arrangements (room bookings, catering etc), payment to teachers or ambassadors employed temporarily, monitoring of budgets and support for producing teaching materials
- Supporting the design, collection and analysis of programme evaluation data, measuring the performance and impact of all outreach activities

- Supporting teachers with the planning of off-site activities to ensure risk is assessed and managed effectively and the administration of such visits is efficient and thorough. (any necessary training, for example around First Aid or Risk Assessment, will be provided)

Broader responsibilities

- Supporting the school's Leadership Team with diary management and other PA support
- Contributing to the establishment and maintenance of a caring, positive, safe and stimulating environment for each student at the University of Liverpool Mathematics School
- Prioritising at all times the safety and well-being of the students by following the Child Protection & Safeguarding policy
- Attending training days in school and off-site and demonstrating a personal commitment to be fully up-to-date with training
- Participating in arrangements for students' supervision during public examinations
- Complying with all school policies
- Maintaining confidentiality of staff and student/family information
- Demonstrating a commitment to equal opportunities, and to the promotion and safeguarding of the welfare of students and staff at the school
- Undertaking such additional responsibilities as may be reasonably required commensurate with the level of responsibility and remit of the post within the school.

Person specification

Candidates must be eligible to work in the United Kingdom

Criteria	E S S E N T I A L	D E S I R A B L E	HOW IDENTIFIED AND ASSESSED AP Application I Interview R References
Education/qualification and training			
GCSE English and Mathematics (at grade C grade 4 and above) or equivalent qualifications	X		AP
A good standard of general education (A-level or equivalent qualifications)	X		AP
Undergraduate degree in an analytical subject		X	AP
Experience			
Experience of office administration		X	AP, I, R
Experience of data management		X	AP, I, R
Experience in a school office		X	AP, I, R
Experience of educational marketing		X	AP, I, R
Knowledge/skills			
Excellent written communication skills, with a high standard of English	X		AP, I, R
Excellent oral and interpersonal skills with the ability to communicate clearly and appropriately	X		AP, I, R
Excellent organisational skills, including keen attention to detail	X		AP, I, R
Excellent IT skills, including the ability to learn new systems quickly and use them intelligently and flexibly	X		AP, I, R
Excellent numeracy skills	X		AP, I, R
Ability to deal independently with email correspondence and telephone enquiries	X		AP, I, R
Personal characteristics/other requirements			
Proactive in approach to work, taking initiative on duties	X		AP, I, R
Commitment to own self-development	X		AP, I, R
Capacity to take initiative and to innovate	X		AP, I, R
Ability to work constructively with others inside and outside the school	X		AP, I, R

Integrity and reliability	X		AP, I, R
Ability to work outside of core hours		X	I

Disclosure

This position is exempt from the Rehabilitation of Offenders Act (1974). As such, shortlisted candidates will be required to declare full details of any criminal background, regardless of whether the conviction is spent, and the College will be required to apply for a standard or enhanced disclosure (a criminal records check) from the Disclosure and Barring Service in relation to the successful candidate.

A criminal record will only be taken into account for recruitment purposes, where the conviction is relevant to the position being applied for, and whether this is the case, will not necessarily bar candidates from employment. Any decision will depend on the precise nature of the work, the circumstances and background to the offence(s). The same procedure will be followed for College staff applying internally for a vacancy.

Further information about the Disclosure scheme can be found at: www.gov.uk/db

Copies of the DBS's Code of Practice and the school's Child Protection Policy (including the Safer Recruitment policy) for posts requiring Disclosure are available on request.

Equal opportunities

University of Liverpool Mathematics School recognises that equality of opportunity and the recognition and promotion of diversity are integral to its strengths. The following principles apply in respect of the School's commitment to equality and diversity:

- To provide and promote equality of opportunity in all areas of its work and activity
- To recognise and develop the diversity of skills and talent within its current and potential community
- To ensure that all employees and prospective employees of the School are treated solely on the basis of their merits, abilities and potential without receiving any unjustified discrimination or unfavourable treatment on grounds such as age, disability, marital or civil partner status, pregnancy or maternity, race, religion or belief, sex, sexual orientation, gender, gender reassignment, trans status, socio-economic status or any other irrelevant distinction
- To provide and promote a positive working, learning, and social environment which is free from prejudice, discrimination and any forms of harassment, bullying or victimisation
- To promote good relations between individuals from different groups.