



**Steel City**  
Schools Partnership

Recruitment  
information for the  
position of

**Administration Officer**  
**Mansel Primary**



## **Administration Officer**

The Trustees of Steel City Schools Partnership are looking to recruit a permanent Grade 4, Administration Officer to start as soon as possible to complement the office team currently in place. The working pattern will be 37hrs / 39 weeks and the role is based at Mansel Primary. Salary information: £22,017 - £24,108 pro rata, actual salary £18,832 – £20,621.

### **Our Vision and Ethos**

Our determination to make a difference is rooted in moral purpose, we want to improve outcomes and life chances for children and young people. This is manifested in everything we do:

**To provide an excellent education for all.  
Achieving Excellence; Sustaining Excellence; Sharing Excellence**

### **Expectations:**

An enthusiastic team player who can work under pressure in a busy school office. The main focus of this post is to provide an efficient and effective administration service. This will include

- Answering the telephone
- Receiving visitors and dealing with enquiries face-to-face from parents
- Undertaking administrative procedures
- General financial administration as appropriate
- Using manual and computerised records/management information systems
- Word-processing and other IT based tasks
- Maintaining / collating pupil reports
- Assisting in arrangements for school trips, events etc.

### **Applicants should:**

- Possess a warm and welcoming personality as they will be the first point of contact within the Academy
- Have excellent communication and interpersonal skills with children and adults
- Have the ability to communicate effectively with parents and carers who may not have English as their first language
- Be able to work within tight deadlines and cope well under pressure
- Be able to work well independently and use their initiative when completing tasks
- Have competent levels of literacy, numeracy and IT skills
- Be flexible
- Have good organisational skills
- Be highly motivated and hard working
- Be committed to providing an excellent administrative service in their own Academy and across the Trust.

### **Application Information:**

Please download an application form from

**Achieving Excellence – Sustaining Excellence – Sharing Excellence**

[www.steel-city-schools-partnership.org](http://www.steel-city-schools-partnership.org)

**Completed application forms should be emailed to  
[jobs@steel-city-schools-partnership.org](mailto:jobs@steel-city-schools-partnership.org)**

For further information about this position and / or to arrange a visit please contact

Tammy Mosley, Office Manager, 0114 232 1278 / [tmosley@mansel.sheffield.sch.uk](mailto:tmosley@mansel.sheffield.sch.uk)

**Closing date: Monday 28<sup>th</sup> November – 1.00pm  
Interview Date: to be confirmed**

**We expect the successful candidate to work within our collaborative spirit and ethos, by building on the successes of the individual schools by working in conjunction with others to raise standards and enhance the outcomes for the pupils, families and communities we serve.**

**We are committed to safeguarding and promoting the welfare and safety of children and vulnerable adults and expect all staff to share this commitment. All successful candidates will be required to complete an Enhanced Disclosure and Barring Service Check.**

**We value our diverse workforce and aim to work together to make the most of our differences. We welcome applications from everyone.**

**Achieving Excellence – Sustaining Excellence – Sharing Excellence**

Steel City Schools Partnership is an exempt charity regulated by the Secretary of State of Education. It is a company limited by guarantee registered in England and Wales (company number 8356745), whose registered office is at Montenev Primary, Montenev Crescent, Sheffield, S5 9DN.

## **JOB DESCRIPTION FOR POST OF ADMINISTRATION OFFICER**

The postholder must, at all times, carry out his/her duties and responsibilities within the spirit of Steel City Schools Partnership and School policies and within the legislative framework applicable to academies.

RESPONSIBLE TO	Office Manager
PURPOSE OF JOB	Under the direction / instruction of senior staff to provide routine general clerical, administrative and financial support to the school.
RELEVANT QUALIFICATIONS	NVQ2 or equivalent qualification, or experience in relevant discipline  Good numeracy / literacy skills

### **MAIN DUTIES AND RESPONSIBILITIES**

#### **1. 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 trips, events etc.

##### **Administration**

- Provide general clerical/admin support e.g. photocopying, filing, texting, complete standard forms, respond to routine correspondence
- Maintain manual and computerised records/management information systems
- Produce lists/information/data as required e.g. pupil's data
- Undertake word-processing and other IT based tasks
- Take notes at meetings
- Sort and distribute mail
- Undertake administrative procedures
- 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)
- Maintain stock and supplies, cataloguing and distributing as required
- Provide general advice and guidance to staff, pupils and others as appropriate
- Undertake general financial administration as appropriate e.g. processing orders

## **2. RESPONSIBILITIES**

- 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 ensure equal opportunities for all
- Contribute to the overall ethos / work / aims of the school and Trust
- Appreciate and support the role of other professionals as appropriate
- Attend and participate in regular meetings
- Participate in training and other learning activities and performance development as required

Any other duties and responsibilities appropriate to the grade and role.

ISSUE DATE: November 2022

## Administration Officer Personal Specification

Key Areas	Method of Assessment
<b>Professional Knowledge and Experience</b>	
Previous school office experience, preferable	Application Form, Interview
Use of ICT	Application Form, Interview
First Aid training and experience	Application Form, Interview
Reception, filing and clerical duties	Application Form, Interview
Good standard of written English and numeracy	Application Form, Interview
<b>Ability to work within a professional environment and to develop and promote the Trust and school's ethos and values</b>	
To demonstrate an understanding of all cultural and social diversity and its impact on administration in a school	Application Form, Interview
Ability to work under pressure	Application Form, Interview
Excellent team player who uses their initiative	Application Form, Interview
Ability to work to tight timescales	Application Form, Interview
To be eager to learn from others	Application Form, Interview
The ability to work in a proactive manner	Application Form, Interview
<b>Ability to Communicate Clearly</b>	
Good written and oral communication skills	Application Form, Interview
Good presentational and ICT skills	Application Form, Interview
Clear and effective in meetings and discussions	Application Form, Interview
<b>Potential Ability for Personal Development</b>	
Respond effectively and efficiently to daily challenges	Application Form, Interview
To understand confidentiality in a school environment	Application Form, Interview
<b>Personal Qualities</b>	
Be enthusiastic and determined	Application Form, Interview
Able to work under pressure	Application Form, Interview
Have flexibility, sensitivity and tact	Application Form, Interview
Commitment to ongoing and professional development	Application Form, Interview
Able to relate well to children	Application Form, Interview