

Mount Pleasant Primary School
Darlington
DL3 9HE
Tel: 01325 244950



Email: admin@mountpleasant.darlington.sch.uk
Website: www.mountpleasantschool.com

Mount Pleasant Primary School School Administrator

Pay Scale: Band 4 (SCP 6) (£11,990) (term time only + 5 days).
Contract: Fixed Term (4th January 2023 – 19th December 2023) 22.5 hours per week

Are you organised? Do you have very high expectations? Do you want to make a full contribution to children's learning as well as supporting staff in Mount Pleasant Primary School?

We are looking to appoint a skilled, committed, enthusiastic and efficient administrator to join our vibrant, successful and supportive team. The successful applicant for this post will be the "face of the school" and as such should always be polite, confident and efficient in receiving and distributing information delivered by telephone, email and in person.

The main requirements of the post are outlined below:

- Provide support to the Office Manager and Senior Leadership Team
- Dealing with all enquiries effectively, efficiently and politely
- Support school staff with routine financial and administrative tasks
- Other requirements as outlined in the job description
- To assist SENDCO with any administrative tasks when required

The appointed person should be creative, forward thinking and able to work as part of a team as well as using their own initiative to ensure quality support for staff within the school.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS clearance (certificate of disclosure form from the Disclosure and Barring Service). Pre-employment checks including an online and social media search (KCSIE 2022) will be undertaken before an appointment is confirmed.

The post will be based in Mount Pleasant Primary School however, the Trust reserves the right to require you to work at other schools within the Trust. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.

Application packs are available from the school website: www.mountpleasantschool.com/vacancies

Please email Sophie Boston on admin@mountpleasant.darlington.sch.uk or telephone 01325 244950, if you require any further information. All completed application packs must be returned directly to the school or emailed and marked for the attention of the Sophie Boston, Office Manager.

Closing Date: 9th December 2022
Interviews: W/C 12th December 2022

**LINGFIELD EDUCATION TRUST
MOUNT PLEASANT PRIMARY SCHOOL**

JOB DESCRIPTION

POST TITLE:

SCHOOL ADMINISTRATOR

GRADE:

Band 4 SCP 6

**REPORTING
RELATIONSHIP**

To the Office Manager/Head Teacher

JOB PURPOSE:

Under the direction/instruction of senior staff: be responsible for undertaking administrative, financial, organisational processes within a school including assisting with the planning and development of support services.

MAIN DUTIES/RESPONSIBILITIES

Post holders working to this job description may undertake any of the following main duties and responsibilities, (but not necessarily all of them).

2. To undertake typing and word-processing accurately and in a quick and efficient manner as required by Senior Staff.
3. Contribute to the smooth running of the school office; use initiative and manage role with minimal supervision.
4. To undertake routine financial administration e.g. collecting and recording dinner money, school trip and event money in preparation for banking. Processing invoices and orders through the school's Agresso system.
5. To maintain and update manual and computerised records / management information systems as required including production of lists/ information e.g. pupil data.
6. To operate and have in depth knowledge of relevant IT systems such as Word and Excel, outlook, SIMS, SIMS Agora, Agresso and to use the internet as appropriate.
7. To update and manage the SIMS administration network - working with the school's network service contractor - including inputting electronic attendance data, preparing and submitting returns such as the annual census
8. To gather and collate daily news and updates from staff to upload to our school's Social Media account via our PR company and liaise with them on a weekly basis.

9. Ensure that electronic and paper based pupil records are kept updated.
10. To monitor, record and submit HR matters to the correct department under the instruction and guidance of the Office Manager.
11. To ensure that visitors to the school are received courteously and punctually.
12. Act as the first point of contact for visitors, parents and pupils - both in person and on the telephone, in a courteous, professional, calm and friendly manner.
13. To ensure that all enquiries are dealt with effectively and efficiently i.e. answering queries and taking messages etc.
14. Provide administrative support duties including, photocopying, filing, laminating, completion of forms, registers, school meals and educational visits.
15. To assist in the organisation, communication and bookings relating to educational visits.
16. To manage the administration of lettings and liaise with the caretaker.
17. To minute and take notes of weekly staff meetings as required by Senior staff.
18. Arranging school photographs and dealing with administrative aspects relating to ordering and distribution.
19. Dealing with orders and distribution of school uniform
20. To monitor and update the school's electronic diary
21. To maintain the Head of School's and the school's diary by arranging appointments, liaising with staff and dealing with enquiries in a friendly, efficient and approachable manner.
22. To sort incoming and outgoing mail and distribute across the school as appropriate.
23. To assist SENDCO with administrative tasks, as required
24. To assist with pupil first aid / welfare, including looking after unwell pupils and liaising with parents / staff etc.
25. To provide cover/ assistance to other members of staff as required.
26. To ensure that adequate levels of supplies and stocks are available and as required by Senior Staff i.e. stationery, copier paper, toners etc.
27. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
28. To carry out your duties with full regard to the School's Equality Policy and Race Equality Scheme.
29. To comply with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

30. Any other duties of a similar nature related to the post which may be required from time to time.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL/TRUST POLICIES, INCLUDING THE NO SMOKING POLICY.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY DBC CHECK BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE TRUST.

Lingfield Education Trust and schools within the Trust are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

**LINGFIELD EDUCATION TRUST
MOUNT PLEASANT PRIMARY SCHOOL
PERSON SPECIFICATION - SCHOOL ADMINISTRATOR, BAND 4**

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education	E1	NVQ level 2 in Administration, Business Studies or equivalent	AF/C	D1	CSBM	AF/C
	E2	GCSE English and Mathematics Grade A* - C or equivalent	AF/C			
	E3	Word Processing / Typing Qualification (i.e. RSA)	AF/C			
Experience & Knowledge	E4	Knowledge and experience of Academy processes and procedures, including banking processes and reconciliations	AF/I/R	D2	Awareness of child protection issues	AF/1/R
	E5	At least 3 years previous school administrative experience including administration procedures	AF/I/R	D3	Specific knowledge of Agresso	AF/I/R
	E6	Relevant knowledge of Human Resources processes and procedures	AF/I/R	D4	Detailed knowledge of SIMS	AF/1/R
	E7	Knowledge of GDPR requirements and understanding of confidentiality	AF/I/R			
	E8	Awareness of Health and Safety issues for schools	AF/I/R			

Skills	E9	Ability to relate well to children and adults	AF/I/R			
	E10	Ability to work successfully as part of a team	AF/I/R			
	E11	Ability to communicate both orally and in writing to a wide range of audiences	AF/I/R			
	E12	Ability to maintain accurate records	AF/I/R			
	E13	IT Literate, capable of using MS Word / Excel and office packages	AF/I/R			
Personal Attributes	E14	Participate in development and training opportunities	AF/I/R			
	E15	Ability to abide by Trust policies and procedures	AF/I/R			
Special Requirements	E16	Motivation to work for children	AF/1/R			
	E17	Ability to promote, enhance and protect the reputation of the Trust	AF/I/R			
	E18	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	AF/I/R			

Key - Stage identified	
AF	Application Form
C	Certificates
T	Tests
p	Presentation
I	Interview
R	References
D	Disclosure

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory reference