



OAKLANDS JUNIOR SCHOOL JOB DESCRIPTION



Job Title: Office Administrator/Finance Assistant	
Reports To: School Business Manager	
Grade: Grade 4 New SCP7	Salary: FTE £19,554
Employment Status: Permanent – Term Time Only	
Hours of Work: 6 hours per week to include Monday & Friday afternoon – Term Time Only	
Job Purpose: To provide general administrative support for the school.	
Organisation Chart: <pre>graph TD; A[Headteacher] --> B[School Business Manager]; B --> C[Office Administrator];</pre>	

<u>Scope of Job</u>	
Financial Accountabilities	NONE
Staff Responsibilities	NONE
Management of Physical Assets	NONE

Summary of Main Contacts.

- Pupils
- Teachers
- Governors
- Other school staff
- Other professionals
- Parents
- Corvus Learning Trust

Main Tasks/Accountabilities

1. Undertake day to day administration duties as directed by the line manager, including dealing with day to day correspondence, telephone calls, standard letters, reports and franking and distributing post.
2. Acting as school receptionist when required; meet all visitors to the school, deal with general parental enquiries by telephone, take messages and refer matters, which are not of a routine nature, to the appropriate person.
3. To carry out typing, updating of records, photocopying, filing and the distribution of school letters as directed by the line manager.
4. Administer First Aid.
5. Receive and check deliveries, ensuring they tally with the order.
6. Monitor office stationary and re-order as required.
7. Assist with the administration of booking training courses for staff.
8. Assist with the administration of booking school trips.
9. Assist with counting monies when required, prior to banking.
10. Assist with the administration of school lettings.
11. Any other duties that reasonably fall within the scope of the post, which may be allocated after consultation with the post holder.

PERSON SPECIFICATION

Knowledge/Qualifications:

- NVQ Level 2.
- Knowledge of Microsoft Office.
- Good standard of general education e.g. GCSE English, Mathematics and Science.

Skills/Abilities:

- Knowledge of SIMS.
- Good general communication and interpersonal skills.
- Good telephone manner.
- Good organisational skills; able to priorities your workload.
- Ability to work both within a team environment and independently.
- Confidentiality at all times.

Experience:

- At least 1 years' experience in a similar environment.

Personal Qualities:

- Calm under pressure, adaptable and energetic.
- Tact and diplomacy.
- Flexibility and use of initiative is very important.

Special Factors:

- Responsibility for administering first aid if required, following training.

Safeguarding Statement

Oaklands Junior School is part of the Corvus Learning Trust. The Corvus Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff, volunteers and individuals that work with our pupils to share this commitment. All successful applicants will be required to undergo an enhanced DBS check.