

LONGFORD PRIMARY ACADEMY



JOB DESCRIPTION

Position: Administration Officer

Dates:	Closing Date 3rd December (Expressions of interest)
Grade:	Level 4
Salary:	£17,391 – £18,672 PA - Pro Rata
Location:	Longford Primary Academy, Cannock
Contract Type:	Permanent
Contract Term:	30 hours Per week
Hours/Work – Start Date	Monday – Friday – (from 1st January 2019)

Job Purpose:

The St Bart's Multi-Academy Trust, in partnership with Governors, staff and children are seeking to appoint an Administration Officer

Key Duties / Responsibilities:

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1. Provide administrative, and organisational services to the school
2. Liaise with pupils, parents/carers
3. Liaise with other staff and external agencies
4. Analyse and evaluate data and information and run reports
5. Undertake word-processing and IT based tasks including operation of relevant equipment and advanced ICT packages
6. Organise meetings and take notes
7. Process forms, returns, etc., including those to outside agencies
8. Contribute to the planning and development of administrative procedures and systems.
9. Allocate work to administrative staff at lower levels on a regular basis.
10. Demonstration of tasks to more junior colleagues on a regular basis
11. Respond to reception and visitor enquiries
12. Organise arrangements for school visits and events
13. Monitor pupil attendance and run reports
14. Undertake personnel administration, such as DBS checks
15. Monitor and manage a limited range of stock within an agreed budget
16. Regularly handles cash, cash equivalents e.g. dinner monies, school visits
17. Assist with producing marketing and promotion material for the school
18. Any other duties appropriate to the post.

We offer:

- Enthusiastic, happy children
- The chance to work with staff who are friendly, skilled, willing to learn and love their jobs

- Outstanding CPD opportunities
- Supportive professional environment
- The opportunity to work amongst a pro-active team.

Closing date:

Closing date for applications is **Monday 3rd December 2018**

Interviews:

Interviews will take place from Wednesday 5th December

Longford Academy is an equal opportunities employer. We welcome applications from all members of the community, regardless of gender, age, marital status, disability, ethnicity, religion, belief or sexual orientation.

Longford Academy is committed to the safeguarding and welfare of children and young people and expects all its employees to share this commitment. This post is exempt under the 'Rehabilitation of Young Offenders Act 1974' and the successful applicant will be subject to an enhanced check by the Disclosure and Barring Service (DBS).

Visits to the school are encouraged.

Application packs are available from the school office.

Please contact school office on **01543 227410**

Contact Details:

Applications obtained by contacting the school directly and returned to:

Mrs J Tipper

Longford Primary Academy

Tel: 01543 227410

Email: office@longford.staffs.sch.uk