

Flookburgh C of E (Foundation) Primary School

School Office Administrator – Job Profile

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> GCSE Maths and English A-C grade or equivalent ie Grades 9-4 NQF or NVQ Level 2 or 3, or equivalent experience or knowledge High level of Communication and Information Technology skills Willingness to take part in continued professional development as part of the role (Health & Safety; Safeguarding; First Aid) 	<ul style="list-style-type: none"> Evidence of further learning transferable to a school setting eg IT/Word Processing qualifications Health and Safety Qualifications eg IOSH
Relevant Experience	<ul style="list-style-type: none"> Evidence of working in an administrative/ office environment. Evidence of working independently and taking initiative. Evidence of working in a school with a Nursery and admission procedures Financial experience 	<ul style="list-style-type: none"> An understanding of school business Maintenance of Single Central Record and safeguarding checks Experience of using Office 365 Processing financial transactions
Knowledge	<ul style="list-style-type: none"> Effective use of specialist IT packages and Microsoft Office. Maintain and update the school website with all statutory documents and in compliance with DfE requirements Maintain and update school's social media ie school's Facebook page An understanding of safeguarding and child protection Understanding of basic administrative procedures, roles and responsibilities Knowledge of preparing and providing information, reports and documents ie for the Headteacher, Governors including external organisations when necessary 	<ul style="list-style-type: none"> Effective use of the management information system (MIS) ScholarPack or similar ie Arbor; Cashless payment system for parents eg Parent Pay, or similar Working knowledge of relevant policies/codes of practice/legislation. Training in safeguarding and child protection
Skills	<ul style="list-style-type: none"> Ability to plan, organise and develop systems, processes and procedures to ensure an effective and efficient working office environment 	<ul style="list-style-type: none"> Procurement and negotiating contracts Experience of dealing with HR issues

	<ul style="list-style-type: none"> • Organise and prioritise own workload, working with to specified deadlines • Ability to relate to and communicate well with children and adults • Work constructively as part of a team and liaise effectively with professionals 	
Personal Qualities	<ul style="list-style-type: none"> • Willingness to adopt a flexible approach to the job role. • Approachable, courteous and able to promote a positive image as first point of contact for visitors to school • Ability to remain calm and effective in a range of situations • Ability to maintain confidentiality at all times 	<ul style="list-style-type: none"> • Experience of working in a ‘forward-facing’ role ie dealing with Parents and other members of the public