



The Wythenshawe Catholic Academy Trust

Journeying together with Jesus Christ, we learn to love and love to learn.

JOB TITLE:	Administration Officer Admin/Finance
SALARY:	Grade 4 scp (7 – 11) pro rata.
HOURS:	35 hours per week term time only (39 weeks per year)
RESPONSIBLE TO :	The Headteacher.

Apart from other colleagues, the main contacts of the job are the Headteacher, school staff, governors, students and their families or carers and staff in other establishments.

Main purpose of the post

To provide an efficient, responsive and high quality administrative and financial support to the school.

To work collaboratively with all staff and parents in order to support student well being

KEY DUTIES

Organisation

To assist senior administrative support staff in maintaining an efficient and responsive support and word processing service to the school, ensuring expectations of high service standards are met.

To assist with student first aid and welfare duties, including looking after sick students and liaising with parents and staff

To arrange meetings, conferences and other events to a high standard

Organise business travel arrangements and appointments and maintain up to date diaries on behalf of school staff as required

Administration

To service meetings and take minutes and/or notes and distribute to participants



To provide an efficient, accurate word processing support service, carried out to a professional standard

To maintain, record and update all administrative and information systems and processes as required, including retrieving and collating information to ensure delivery of a high level administrative service

To undertake reception duties, dealing with routine and face to face enquiries and signing in visitors

To respond independently to correspondence as required

To maintain display boards and to ensure these are refreshed regularly

Resources

To maintain manual and computerised records and to use IT systems effectively to provide reports and statistics

To be responsible for the administration of financial systems including the processing and recording of purchases and invoices using a purchase card in line with financial regulations

To arrange the orderly and secure storage of stocks and supplies

To ensure standard office equipment is serviced regularly

To provide general advice and guidance to staff, students and others

Responsibilities

To ensure accuracy and confidentiality of all information produced

To provide cover for other administrative colleagues when required

To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise

To be aware of and support difference and to ensure equal opportunities for all

To contribute to the overall ethos, work and aims of the school and Trust

To attend and participate in regular meetings

To participate in training and other learning activities and performance development as required

To help to identify own personal development needs and to participate in training and other learning activities and performance development as required

General

To attend training and administer basic first aid as and when required

To maintain confidentiality relating to the staff and students of the school at all times.

To be flexible and motivated and able to follow instructions and remain calm in difficult circumstances

To undertake all duties with full regard to the Health and Safety at Work Act

To contribute to the overall ethos, work and aims of the School and Trust

To participate in training and other learning activities and performance development as required

To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise

To be aware of and support difference and to ensure equal opportunities for all

This job description sets out the duties of the post at the time it was drawn up. The post holders may be required from time to time to undertake other duties within the school as may be reasonably expected, which are commensurate with the grade of this post.

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves unachievable, job redesign will be fully considered.



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Person Specification

Administration Officer Admin/Finance

CRITERIA	ESSENTIAL OR DESIRABLE	HOW AND WHEN MEASURED *A/I/R/SP
QUALIFICATIONS		
Effective written and verbal communication skills to liaise with a wide range of people at all levels	E	A/I/R
Possess good numeracy and literacy skills	E	A/I/R
KNOWLEDGE / SKILLS / ABILITIES		
Experience of working in an administrative and finance support environment	E	A/I/R
Ability to plan and prioritise own workload, and that of others to meet deadlines within fixed timescales	E	A/I/R
Accuracy and precision when preparing, maintaining and monitoring financial data and producing relevant information. (A knowledge of SIMS and Parentpay would be desirable but is not essential)	E	A/I/R
Excellent personal and office organisational skills and the ability to develop and maintain effective administrative systems	E	A/I/R
Ability to produce accurate written minutes /notes of meetings	E	A/I/R
Willingness to undergo minor first aid training	E	A/I/R
Demonstrate ability to operate various software packages, e.g. Microsoft Word and Excel, and information technology systems	E	A/I/R
Have a good general knowledge and awareness of the regulatory framework around education and schools	E	A/I/R
Have the ability to relate well to children and adults	E	A/I/R
Be able to work constructively as part of a team, understanding school roles and responsibilities and your own position within these	E	A/I/R
Have the ability to identify your own training and development needs and cooperate with the means to address these needs	E	A/I/R
PERSONAL STYLES & BEHAVIOURS		
To act with the utmost integrity at all times	E	A/I/R
Tact and diplomacy in all interpersonal relationships with the public, students and colleagues at work.	E	A/I/R
Self-motivation and personal drive to complete tasks to the required timescales and quality standards.	E	A/I/R
The flexibility to adapt to changing workloads demands and new school challenges.	E	A/I/R
Personal commitment to ensure that services are equally accessible and appropriate to meet the diverse needs of the service users.	E	A/I/R
Personal commitment to continuous self-development.	E	A/I/R
Personal commitment to continuous school improvement.	E	A/I/R
Personal commitment to the school's professional standards, including dress code as appropriate.	E	A/I/R
Be willing to consent to apply for an enhanced disclosure and barring service check.	E	A/I/R
To contribute to the Catholic ethos of the school	E	A/I/R
To be committed to equal opportunities	E	A/I/R

Saint Paul's Catholic High School

St Elizabeth's Catholic Primary School

St Anthony's Catholic Primary School

SS John Fisher & Thomas More Catholic Primary School





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To uphold all aspects of safeguarding To be willing to consent to apply for an enhanced disclosure and barring service check Tact and diplomacy in all interpersonal relationships with the public and colleagues at work. The flexibility to adapt to changing workload demands and new organisational challenges	E E E E	A//R A//R A//R A//R
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*Application/Interview/References/Selection Process

The WCAT uses the appropriate CES application forms for each role advertised. This application should be fully completed and legible. **The supporting statement should be typed in Arial 12, not exceed 1300 words in length, be clear, concise and related to the specifics of the post advertised above in order to gain an interview**



