



**ROLE:** Admin Officer

**SCHOOL:** Harefield Primary School

**HOURS:** 37 hours per week, 8am until 4pm Monday to Friday, 35 minutes lunch break, working term time only plus one week

**SALARY:** Grade 7 scp 20 – 25, £22,230 - £25,298 actual

**CLOSING DATE:** Wednesday 18<sup>th</sup> September 2019

**INTERVIEW DATE:** Tuesday 24<sup>th</sup> September 2019

**START DATE:** As soon as possible

**ADVERT:**

The Governors and Headteacher are looking for a dynamic, enthusiastic and highly organised individual with a cheerful 'can do' approach who can take a leading role on all aspects of pupil administration. Previous experience within a school is essential as knowledge of SIMS and experience of using other systems such as Tucasi, ParentMail and CPOMS is required. The right candidate will have an extensive working knowledge of pupil management information systems (MIS) such as SIMS, as they will take the lead on pupil MIS ensuring accuracy of pupil data and managing statutory government returns in terms of pupil census. The Admin Officer is responsible for managing pupil admissions and leavers, so strong organisational skills and attention to detail is paramount to ensure the school complies with statutory guidelines and safeguarding processes.

The successful candidate will be supervising and working alongside our receptionists and will therefore be the face of the school, providing excellent customer service for our pupils, parents, staff and visitors. Therefore a calm, professional and welcoming approach is essential and supervisory experience would be preferred. This role gives the right person a great opportunity to make a significant contribution by leading and developing the school's administrative service to pupils and parents.

This role is challenging and varied so we are looking for someone who can work efficiently in a busy environment and is able to cope with meeting conflicting deadlines despite interruptions! This role is ideal for someone with previous experience of working in a busy school office who would like to take greater responsibility in terms of leading all aspects of pupil administration, customer service and supervising others, working in conjunction with the Headteacher and School Business Manager.

**WE ARE SEEKING A PROFESSIONAL INDIVIDUAL WHO:**

- \* Can work on their own initiative, proactively seeking solutions to issues and creating innovative systems and procedures which enhance both the quality of output and productivity levels.
- \* Is able to prioritise, ensuring safeguarding issues are utmost at all times.

- \* Is organised and works to a high degree of accuracy, managing deadlines.
- \* Is a good team player, able to communicate well with both children and adults.
- \* Has previous supervisory experience.
- \* Has previous experience within a school office.
- \* Extensive knowledge of SIMS or other pupil MIS system.
- \* Is resilient and with a positive approach.
- \* Has excellent organisational, literacy, numeracy and IT skills.

#### **WE CAN OFFER YOU:**

- Excellent CPD opportunities and Training and Development Programmes
- In-house Teaching School
- An individual induction programme supported by a mentor
- Networking groups for Teachers, Business Managers, Site Teams and IT staff
- Eligibility to join the Teachers' Pension Scheme or Local Government Pension Scheme
- A tax efficient childcare scheme through salary sacrifice
- Generous holiday entitlement for staff working 52 weeks per year which increases with length of service
- Free eye tests up to the value of £25 for users of VDU equipment and contribution up to the value of £60 towards the purchase of glasses specifically for the use of display screen equipment
- Opportunity to become a school workplace Health and Wellbeing representative, meeting with other schools on a termly basis and feeding into the Health and Wellbeing strategy
- Access to the Trust Health and Wellbeing pages
- Access to a staff benefits portal through Sodexo and Portsmouth payroll
- Free confidential telephone and face to face counselling for staff and family members

#### **APPLICATION PROCEDURE:**

Should you wish to apply for this vacancy, please view the job description and complete the application form which can be found at [www.hamwic.org/opportunities](http://www.hamwic.org/opportunities) and return to Kirsten Cook, (Business Operations Manager) at [kirsten.cook@hamwic.org](mailto:kirsten.cook@hamwic.org) Visits are welcomed so please email the Business Operations Manager if you would like to visit the school.

#### **THE EDWIN JONES PARTNERSHIP**

The Edwin Jones Partnership is part of an umbrella Trust called the Hamwic Education Trust. At the Hamwic Education Trust we offer unique opportunities for those individuals that excel in education.

We aim to deliver an outstanding education to our pupils and to do so we must employ **outstanding** people.

We offer a training pathway for all employees including teachers, support staff and our middle and senior leaders.

Our staff have opportunities to work on cross phase projects and to work in other schools within the Trust in order to gain invaluable experience and enhance their skills.

**All schools with the Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.**

**We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.**