

HIGHLANDS PRIMARY SCHOOL ADMINISTRATION OFFICER

Grade & Scale point:	4, SCP 5-7
Salary:	£19,312-£20,092 Full time equiv., £16,516-£17,183 Actual salary
Hours of work:	37 hours per week
Contract:	Permanent, Term time + 5 days (195 days)
Start date:	28 February 2022

An opportunity has arisen for a dedicated and enthusiastic Administration Officer to join our school's Administration Team. You will be expected to be a team player and contribute to the development of the school's administrative and support services.

Highlands Primary School is an outstanding primary school located on the Bransholme Estate on the outskirts of Hull. We strive to create a happy welcoming, caring and safe environment where expectations are high and where learners are encouraged, challenged and supported to be the best they can be.

We are looking for a hardworking, motivated and flexible person who has a desire to work within a school, with good communication skills and is willing to go that extra mile.

JOB REQUIREMENTS:

- To promote and safeguard the welfare of children and young people, reporting any cause for concern to the designated person
- To perform a comprehensive range of high level complex administrative tasks including complex or sensitive reports and correspondence, monitoring and reconciling budgets as required
- To provide authoritative advice and guidance to all stakeholders with regard to school policies, processes and services, including handling complex queries
- Take responsibility for the organisation of events and excursions including booking venues, arranging transport, issuing invitations, compiling paperwork and overseeing financial matters
- To create, manage and manipulate data relating to admissions, asset management, finance, health & safety, sickness absence, student and staffing, producing bespoke and complex reports
- To ensure all members of staff have access to accurate and meaningful pupil data from the MIS
- Responsible for administering health & safety issues and asset management for the school, maintaining accurate records (Every system)

A commitment to work at all times within the policies of the Academy Trust and act within Health and Safety guidelines is mandatory.

THE SUCCESSFUL CANDIDATE WILL HAVE:

- GCSE English and Maths Grade A-C (or equivalent)
- CSBM or willingness to work towards
- Experience of supervising and motivating staff
- Experience of development, management and operation of administrative systems
- Ability to work using own initiative, setting targets to meet the needs of the school

AS A MEMBER OF HUMBER EDUCATION TRUST, WE OFFER:

- Commitment to securing the very best provision and outcomes for all children.
- A Trust with expertise in every area of the curriculum, both in primary and special settings, through our S2S Support Leaders and Peers network.
- Outstanding individually tailored continual professional development for staff at all levels.
- Staff who feel valued and supported in their roles.
- A caring and safe environment where we recognise the diverse needs of our community, ensuring our young people from all backgrounds thrive.
- Ethical working with mutual respect and collaboration.

If you would like an informal discussion about the role please contact Mel Dearing, School Business Manager, at Highlands Primary School on Tel: 01482 835609.

Visits to our school are welcome and encouraged. Please contact the main school office to make an appointment.

HOW TO APPLY:

Please visit our Humber Education Trust website

<https://www.humbereducationtrust.co.uk/category/vacancies/> to gain further information on the role and download an application form. Completed application and optional cover letter should be emailed to Kirsty Whitely via kwhiteley@highlands.het.academy

All candidates are advised to refer to the job description and person specification (available on our website) before making an application.

Early application is encouraged. We will review applications throughout the advertising period and therefore reserve the right to close the advert early should sufficient applications be received.

Closing date for completed applications: 8am, Friday 4 February 2022

Interview date: 8 February 2022

CONDITIONAL OFFER:

Any offer of employment to this post will be subject to receipt of a satisfactory enhanced disclosure from the Disclosure Barring Service, Children's Barred List Check, Section 128 check where applicable, identity checks, medical clearance, proof of qualifications, satisfactory references and eligibility to work in the UK checks.

SAFEGUARDING STATEMENT:

We take very seriously our responsibility to safeguard children. This school operates a rigorous and robust recruitment process that gathers evidence about candidates' suitability to work with children as well as their suitability for the post and has proactive safeguarding procedures in place that address inappropriate behaviour.

An enhanced DBS check with Children's Barred List Check is required for all successful candidates.