



## Office Administrator – Job Description

### Duties and responsibilities:

Working closely with the new School Business Manager at the Belham, the Office Administrator will become responsible for ensuring efficient ordering and invoice processes across the school (and eventually the Trust). Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required.

### Overall:

- Assisting with all aspects of the development and effective operation of purchasing through to payment processes.
- Ensuring the safe receipt and handling of cash.
- Completing administrative tasks relating to orders, checking and receipting of goods, invoices.
- Undertaking general office, reception and administrative duties, as required.

### Job Specification

- Establish and maintain good relationships with all pupils, parents/carers, colleagues, suppliers and contractors.
- Provide efficient finance and administration assistance.
- Assist in maintaining and updating information held on HCSS, in particular those relating to ordering and invoicing.
- Process orders ensuring sufficient funds are available beforehand (and internal controls adhered to).
- Process payments following required authorisation.
- Ensure the safe receipt, and handling of monies received.
- Provide assistance to staff with regard to procurement, for example, placing and following up orders, advising on best value, providing details of alternative suppliers.
- Deal with correspondence promptly and as required including payment queries, communications received from suppliers and contractors.
- Answer incoming and internal calls, dealing with requests and enquiries and taking messages as required.
- Keep abreast of developments and changes relevant to role and communicate to staff as required.

## Person Specification

Education and Qualifications	Expected or Desirable
Degree or equivalent Maths GCSE or equivalent C and above Good standard of numeracy and literacy skills	D E E
Experience/Knowledge	Expected or Desirable
Experience of having worked in a role with financial responsibilities (ideally in a school or education environment)	D
Experience of working in a busy office or school environment	D
Working knowledge of a Financial Management System and use of spreadsheets	E
Ability to build and form good relationships with colleagues, parents and children.	E
Ability to work constructively as part of a team, understanding school roles and responsibilities including own	E
Verbal and written communication skills appropriate to the need to communicate effectively with adults, children and suppliers/contractors	E
Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation	D
Ability to absorb and understand a wide range of information	E
Ability to maintain accurate records and filing systems	E
Ability to deal with confidential data/issues appropriately	E
Skills	Expected or Desirable
Highly IT literate, and confident with MS Office (Excel, Word, Office 365)	E
Commitment to equal opportunities, and safeguarding	E
Personal Qualities	Expected or Desirable
Initiative and ability to prioritise one's own work	E
Attention to detail and appreciation of importance of accurate information	E
Able to follow direction and work in collaboration with line manager	E
Able to work flexibly to meet deadlines and respond to unplanned situations	E
Efficient and meticulous in organisation	D
Desire to enhance and develop skills and knowledge through CPD	D
Commitment to the highest standards of child protection and safeguarding	E
Recognition of the importance of personal responsibility for health and safety	D
Commitment to the school's ethos, and aims	E
Motivated to work with children & young people	E
An understanding of the principles of Keeping Children Safe in Education 2015 and a commitment to ensuring the health, safety and wellbeing of all children	E