
**School Admin Officer: The Bridge Integrated Learning Space
part of The Bridge MAT
Salary Grade: NJC Scale 6
Contract: Permanent contract
35 hours per week / Monday – Friday (8am – 3.30pm)
Term Time only + 10 days
From: November 2023**

Are you looking for an exciting new challenge?

Are you an innovative, creative practitioner?

Do you have drive and ambition to be the best that you can be?

Do you relish working in an environment where you will be supported all the way?

Do you enjoy really making a difference to children's lives?

Would you like to be part of a Trust which promotes research, creativity and staff development?

Then come and meet us.

Our story:

The Bridge MAT is a unique Multi Academy Trust which consists of four Special Schools, one Primary school, a Training & Development Service and an Outreach Service. We are an ambitious family of schools that embraces the individuality of everyone – children and adults. We acknowledge that learning can look different for different pupils and staff, and we look to change our approach to meet the needs of the individual.

We are recruiting for:

- School Admin Officer

In return, we can offer you:

- Excellent professional development opportunities.
- A supportive community and a committed team of staff that are equally determined to give students the best possible opportunities.
- Financial Wellbeing Scheme, Employee discount schemes, Employee Assistance Programs.

Visits and discussions with the Headteacher are welcome. Please contact recruitment@thebridgetrust.academy and one of our staff will arrange this with you.

To view the job description and person specification this post, please visit the vacancies page on our school website; <https://thebridgetrust.academy/vacancies/>

To apply, please click on this link to be redirected to our career page for the application form:
<https://www.tes.com/jobs/vacancy/school-admin-officer-islington-1938793>

Closing date: Sunday 5th November 2023 at Midnight

Interviews Date: Friday 10th November 2023

Please note CVs will not be accepted.

The Bridge MAT is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be required to complete an enhanced DBS disclosure and children's barred list check where relevant.

This position is exempt from the Rehabilitation of Offenders Act 1974 and subsequent amendments to this Act.

Applications will be considered on receipt – don't wait until the deadline

School Staffing Admin Officer: Job Description

Purpose of the post

To be responsible for the provision of an effective administration service to ensure the efficient functioning of the School.

Main Responsibilities

- To provide a first point of contact for all visitors and callers to the school, responding to enquiries or referring to the appropriate member(s) of staff
- To maintain an appropriate messaging system for staff and manage the school diary
- To deal with and distribute all incoming post and email enquiries
- To maintain accurate systems for pupil & staff registration & emergency records and ensure records are up to date (to ensure that paper and electronic files are kept up to date)
- To ensure the MIS system is appropriately followed for class registration and assist Teachers where they may need guidance on taking registration
- To ensure accurate electronic pupil information is kept on Bromcom and report on pupil absence
- To administer payments, receive income, safely store & keep accurate records of daily cash / petty cash / dinner money / pocket money transactions
- To store and distribute parking permits for visitors attending site
- To maintain general & children files following good practice guide lines & keeping confidentially in mind at all times
- To input & provide pupil achievement and other pupil data as required
- To provide administrative support to the school's Annual Review process as directed by the Headteacher and Assistant Headteacher
- To undertake administrative and secretarial duties on behalf of the Headteacher, Assistant Headteacher and Senior Teachers.
- To arrange appointments and liaise with staff, parents and other parties on behalf of the Headteacher and Assistant Headteacher
- To undertake training as required in order to fulfil roles & responsibilities
- To manage the ordering of school lunches and inform kitchen staff
- To maintain accurate records (and report these) on free school meals
- To ensure Census data is collected and submitted to Business Support Officer when requested
- To keep payroll notifications up to date and submit to Business Support Officer on a monthly basis
- To add and remove pupils to and from the school roll as appropriate
- Undertake additional projects as and when required incl. development of new business opportunities.
- At all times to carry out the responsibilities and duties described above
- Ensure all MIS systems and the sickness insurance portal are kept up to date with staff sickness and absence records
- Assist the Headteacher with paperwork of Return to Work's for staff members who have been off sick
- To ensure purchase requisitions and the finance system are kept up to date and requisitions are completed in a timely manner.
- Distribute and monitor orders as required
- To carry out other duties as may be directed by the Headteacher for the efficient running of the school's administrative systems
- This role will report and be line managed by the Headteacher
- To ensure the Agency tracking spreadsheet is kept up to date.

The Bridge ILS Person Specification

<p>Professional qualities and skills</p>	<p>Essential</p> <ul style="list-style-type: none"> • A Level qualifications • Excellent personal interaction and communication skills, both on the phone and in person. • Excellent organisational and time management skills. • Evidence of the personal and leadership qualities required to set an example to others. • A commitment to providing a responsive and supportive service and a willingness to constantly seek and embrace ways of improving the service. • Ability to maintain accurate records of basic, petty cash payments, school dinner money, pocket money for students • Competent ICT skills, including a good understanding of ICT systems and the ability to develop them. Advanced knowledge of the Microsoft package to include Word, Excel and Outlook etc. • Experience and advanced knowledge of Schools MIS system, working knowledge of Bromcom would be advantageous • Ensure appropriate levels of confidentiality and discretion • Excellent attention to detail. • Understanding of good management practices and the policies and systems to support them. • Highly organised and able to prioritise tasks and follow through to completion whilst able to continue thriving under pressure.
<p>Personal qualities</p>	<p>Essential</p> <ul style="list-style-type: none"> • Evidence of good interpersonal skills and the ability to work as member of a team and develop and maintain good relations with all members of the school community. To work co-operatively with the staff of the Local Education Authority and relevant agencies as required. • Evidence of the ability to communicate clearly and concisely both orally and in writing. • Evidence of an understanding and commitment to Equal Opportunities both in service delivery and employment, and an understanding of its effective operation within a school. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Punctuality and flexibility. • High levels of commitment and loyalty towards the School, students, colleagues and workload. • Ability to work effectively and skilfully within a team as well as individually with minimal supervision together with sound professional judgment on effectively using initiative.