

## Job Description

|                              |   |
|------------------------------|---|
| <b>Job Title:</b>            | School Office & Procurement Administrator |
| <b>Group:</b>                | UK Independent Schools                    |
| <b>Dept/Project/Service:</b> | St. Andrews                               |
| <b>Reports to:</b>           | Business Manager                          |
| <b>Responsible for:</b>      | N/A                                       |
| <b>Usual office base:</b>    | St. Andrews, Rochester                    |
| <b>Grade:</b>                | 9   |

### Job Purpose:

Diligently and professionally support all administrative processes to facilitate the effective running of a busy school office. To support the Business Manager in all school administrative tasks. Work in a professional and friendly manner when dealing with parents, staff and pupils.

### Job Objectives:

#### Procurement

1. Responsible for processing all general School orders following the school ordering procedure.
2. Manage the annual ordering of school exercise books and stationery. Liaise with staff and collate requirements.
3. Responsible for processing orders relating to school trips including booking coaches and raising all expenditure requests for associated costs.
4. Processing requisitions, purchase orders, receipting and invoices and keeping the budget tracker up to date where relevant.
5. Manage effective stock control and maintain the stationery cupboard.

6. Process weekly stationery requests from staff
7. New Supplier requests
8. Ensure value for money when sourcing suppliers

#### Work Experience

1. Working with the Principal and Assistant Principal to organise work experience placements that ensure placements have the opportunity to gain skills and attributes for future careers and the experience complements their academic studies as required.
2. Organise the full induction programme for the placements
3. Maintain records for work experience placements, distributing paperwork and collating and recording returns
4. Prepare data for the Business Manager to support compliance checks.

#### Archiving

1. Proactively organise the archiving area designated for the School Office and Business Managers Office.
2. Organise confidential data destruction as required.
3. Work with the Business Administrator to annually archive financial documents

#### General administration duties

1. Manage the Assistant Principal's diaries
2. Filing; Photocopying; Laminating
3. Typing and distribution of general school letters as requested

#### Receptionist and first aid duties (To be undertaken when School Receptionist is unavailable and during busy periods in the School Office)

1. Answer telephones; respond to queries; delivering messages as required.
2. Deal with visitors to the School Office ensuring compliance with the relevant procedures for visitors to the School
3. Book teacher appointments in diary

4. Arrange hospitality for visitors as requested
5. Administer first aid to pupils as and when required recording appropriately
6. Administer pupil medication as required in line with School policy and procedure

### **Scope:**

To promote and support the School Aims. To share in the corporate responsibility for the well-being of all pupils. Work as part of the Administration Team promoting good morale. Objectives are indicative of responsibilities but not exhaustive of role requirements and administrators may be called upon to perform other duties that are considered reasonable and commensurate with post.

### **Person Specification:**

#### **Knowledge**

Essential:

- » GCSE level C or equivalent in English and Maths

Desirable:

- » Qualification in Excel and Word
- » First Aid Qualification

#### **Experience**

Essential:

- » Previous experience of working in an office
- » Previous experience of dealing with clients as a front of house operative
- » Good working knowledge of Word and Excel

Desirable:

- » Previous experience of working in a school office
- » Proven knowledge and use of MIS systems

#### **Skills**

Essential:

- » Ability to work proactively manage workload meeting deadlines given
- » Excellent communication skills

- » Meticulous attention to detail when data inputting and ability to check entered
- » Ability to produce reports and organise data for reporting
- » Ability to work in a professional friendly manner
- » Understanding the importance of dealing with confidential information

**Competency Band:** 4

**Key competencies for the role:**

| Our Values                                       | Key Competency 1  | Key Competency 2   |
|--|---|--|
| <b>Excellence</b> – creating and leading success | <b>Delivering the Vision</b><br>Understands the vision and their role in the team in delivering excellence  | <b>Motivating Others</b><br>Shows enthusiasm and positivity and recognises the importance of being committed and involved                                    |
| <b>Integrity</b> – supporting and building trust | <b>Communicating with impact and Integrity</b><br>Expresses ideas clearly and listens to what others have to say. Asks questions to clarify understanding       | <b>Follow through responsibilities</b><br>Delivers on their responsibilities and can usually be relied upon to do what they say they will do                 |
| <b>Accountability</b> – delivering and improving | <b>Developing Self and others</b><br>Actively pursues learning and self-development, looking for ways to develop their own and others' knowledge and capability | <b>Continually Improving</b><br>Considers and suggests ideas for improvements to deliver results, sharing this feedback with others in a constructive manner |
| <b>Collaboration</b> – engaging and partnering   |   |  |

**Job Family:** Non-teaching

***Education Development Trust is committed to safeguarding and promoting the welfare of children and adults whom we work with and come into contact with around the world. All applicants are subject to thorough screening and for applicable roles, successful candidates are subject to relevant criminal record checks with national police authorities or the UK's Disclosure & Barring Service.***

***Education Development Trust also participates in the Inter Agency Misconduct Disclosure Scheme and we may request information from relevant job applicants' previous employers about any findings of sexual misconduct, including harassment, during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms their understanding of these recruitment procedures.***