



# FLORENCE MELLY COMMUNITY PRIMARY SCHOOL

## GRADE 2 ADMINISTRATOR JOB ADVERT

IF YOU CAN DREAM IT, YOU CAN DO IT!



### Grade 2 Administrator

We are looking to appoint an exceptional administrator to join our wonderful team at Florence Melly.

At Florence Melly Community Primary, we are committed to providing inspirational and innovative teaching and the highest quality learning experiences for all our pupils. We aim to create an environment which promotes a love of learning and empowers our children to become independent, lifelong learners. Our children are the 'jewels in our crown' and we ensure every child is valued and encouraged to achieve their full potential. We strive for academic excellence and want our children to have the highest aspirations. We want them to have no limits to what their ambitions are and want them to embody our core values. We all believe that: "if you can DREAM it, you can do it".

We encourage our children to celebrate success and build on disappointment in order to develop resilience. We want to equip them with not only the minimum statutory requirements of the National Curriculum but to prepare them for the opportunities, responsibilities and experiences of later life. We want our children to use the vibrancy of our great city to learn from other cultures, respect diversity, co-operate with one another and appreciate what they have. We achieve this by providing a strong SMSC curriculum, with British Values and our core values placed at the heart of everything we do. We enrich their time in our school with memorable, unforgettable experiences and provide opportunities which are normally out of reach. We firmly believe that it is not just about what happens in the classroom, it is about the added value we offer to really inspire our children. We are seeking to appoint an exceptional candidate who shares this philosophy!

**Job title: Grade 2 Administrator**

**Salary:** Grade 2. SCP Point 3 - Point 5. FTE £22,737 - £23,500 (Actual £21,315 - £22,031)

**Contract type:** Permanent. Start time: 8:30am and finish time: 4:30pm (37.5 hours per week).

**Start date:** ASAP.

**How to Apply:** Applicants are encouraged to complete an application form combined with a letter of application outlining your personal philosophy of education. This should be no more than one side of A4 and should provide an insight into your passion for working with children and your experience in the profession to date.

**Closing date for applications:** Monday 21st October 2024.

**Shortlisting will take place:** Tuesday 22nd October 2024.

**Interviews will take place on the school site on:** Thursday 24th October 2024.

**Visits to our school:** Potential candidates are welcome to visit our school. You can visit the school on Monday 14th October 2024 at 3:45pm. Please arrange your visit by emailing our School Business Manager (Mollie Rainford) beforehand: [m.rainford@fmp.liverpool.sch.uk](mailto:m.rainford@fmp.liverpool.sch.uk)

**For more information:**

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Email: [m.rainford@fmp.liverpool.sch.uk](mailto:m.rainford@fmp.liverpool.sch.uk)

Website: [www.florencemelly.org](http://www.florencemelly.org)

At Florence Melly, keeping our children safe is our number one priority. We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.

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### **A Summary of the Main Purpose of the Job**

- ▶ To be a positive, hardworking, committed team player within the busy main office, providing an excellent level of administrative support with exceptional organisational and interpersonal skills, under the direction of the School Business Manager.
- ▶ To provide support for families, visitors and colleagues to ensure the smooth running of daily school life and effective teaching and learning.

### **Main Duties and Responsibilities**

- ▶ Safeguard and promote the welfare of children by following school policies and the staff code of conduct.
- ▶ Undertake reception duties, answering routine telephone calls, emails and face to face enquires.
- ▶ Signing in visitors with a professional and welcoming manner, maintaining the school's robust approach to safeguarding by ensuring that all applicable visitors are DBS checked and that the school's DBS records are maintained.
- ▶ Ensuring that all visitors are appropriately inducted with regards to safeguarding and health and safety procedures.
- ▶ To carry out all administrative duties in a timely and effective manner, ensuring all deadlines are met in order to maintain the efficient running of the school.
- ▶ To be actively involved and strive to improve school attendance by supporting the Attendance Team, making first day response calls and entering accurate marks and comments in daily registers.
- ▶ To provide excellent administrative support to the school, including the use of; SIMS, FMS and all other associated software, platforms and databases.
- ▶ To operate online systems and packages, including but not limited to, Office 365, Microsoft Office, Outlook Calendar, Parent Pay and Inventory.
- ▶ To manage, monitor and create engaging and informative content to be uploaded to school social media accounts, under the instruction of the Senior Leadership Team.
- ▶ To produce high quality, accurate documents, correspondence, orders and letters.
- ▶ To confidently operate office equipment (photocopier, scanner, signing in system).
- ▶ Maintain manual and computerised records / management information systems, inputting data carefully and thoroughly to ensure pupil data is current and accurate at all times.
- ▶ To maintain and improve filing systems adhering to GDPR regulations.
- ▶ Sort and distribute incoming / outgoing mail, email and messages to staff.
- ▶ Take online and cash payments for school meals, trips, Breakfast Club and school activities, processing in line with financial regulations.
- ▶ Ensure continued supplies of stationery, paper and printing consumables via stock checks on a weekly basis.
- ▶ Provide effective communication between parents/carers, staff, children and external agencies.

### **General/Other Responsibilities**

- ▶ Participate in training, learning activities and performance development as required.
- ▶ Help to prepare for OFSTED inspections, audits, CENSUS and EYFS headcount, actioning any recommendations that may be made.

- ▶ To assist with monthly, termly and annual tasks relating to admissions, attendance, data collection and finance.
- ▶ Attend and participate in weekly team meetings with administration staff and the School Business Manager.
- ▶ Support and engage with school-wide events, if required.
- ▶ To play a full part in the life of the school community, to support its missions and ethos and to encourage staff and students to follow this example.
- ▶ To actively promote the school's policies.
- ▶ To continue personal development as agreed.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post, as directed by the Headteacher.



### Grade 2 Administrator Person Specification

Criteria	Essential	Desirable
<b>Qualifications &amp; Training</b>		
NVQ in business administration or equivalent qualification or experience	<input checked="" type="checkbox"/>	
Level 2 qualification in Maths & English or equivalent qualification	<input checked="" type="checkbox"/>	
Ability to demonstrate a working knowledge of Microsoft Office software, online school systems and the use of standard office equipment	<input checked="" type="checkbox"/>	
Successful completion of relevant safeguarding training		<input checked="" type="checkbox"/>

Experience	Essential	Desirable
Experience of clerical, administrative or financial work	<input checked="" type="checkbox"/>	
Experience of working in a busy office environment using prioritisation and organisational skills	<input checked="" type="checkbox"/>	
Experience of using online computer systems confidently	<input checked="" type="checkbox"/>	
Experience of communicating effectively with a range of stakeholders	<input checked="" type="checkbox"/>	

Knowledge & Understanding	Essential	Desirable
Working knowledge of SIMS and FMS or similar software programmes		<input checked="" type="checkbox"/>
The importance of good record keeping and organisation	<input checked="" type="checkbox"/>	
Financial regulations within the public sector		<input checked="" type="checkbox"/>
Basic awareness of inclusion, especially within a school setting		<input checked="" type="checkbox"/>

Professional Attributes	Essential	Desirable
Demonstrate an awareness and empathy of the needs of the pupils at Florence Melly Community Primary School and how these needs could be met	<input checked="" type="checkbox"/>	

To show a commitment to the school's DREAMS core values	<input checked="" type="checkbox"/>	
Make a positive contribution to the wider life and ethos of the school	<input checked="" type="checkbox"/>	
Excellent written and verbal communication skills	<input checked="" type="checkbox"/>	
Have an ability to effectively organise allocated work activities and work to tight deadlines	<input checked="" type="checkbox"/>	
Show a strong commitment to good attendance, acting as a positive role model	<input checked="" type="checkbox"/>	
Effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.	<input checked="" type="checkbox"/>	
Communicate effectively with parents with regard to pupils' needs and well-being	<input checked="" type="checkbox"/>	
Have a flexible approach to meet the needs of the school and support the School Business Manager and SLT	<input checked="" type="checkbox"/>	

<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
Consistently promote Florence Melly Community Primary School's strong educational philosophy and values	<input checked="" type="checkbox"/>	
Inspire, challenge, motivate and empower children and colleagues to achieve high goals	<input checked="" type="checkbox"/>	
Demonstrate personal enthusiasm and commitment to making a positive difference to children and staff at Florence Melly	<input checked="" type="checkbox"/>	
Build and maintain quality relationships through interpersonal skills and effective communication.	<input checked="" type="checkbox"/>	
Demonstrate personal and professional integrity, including modelling values and vision	<input checked="" type="checkbox"/>	
Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others	<input checked="" type="checkbox"/>	
Display an empathetic, understanding and caring nature towards children, families and colleagues	<input checked="" type="checkbox"/>	
Have the ability to remain calm and well organised while working under pressure	<input checked="" type="checkbox"/>	