



St James' Senior School

Job Description and Person Specification

School Operations Coordinator

Job Description

Our whole school is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.

Post title:	School Operations Coordinator
Hours of work:	Full-Time, 8.00 am to 5:00 pm, Monday to Friday, All Year Round
Remuneration:	From £25,000 to £35,000 per annum (commensurate with experience)
Responsible to:	Head Teacher
Start Date :	Immediate start available
Main Purpose of the Role	<ul style="list-style-type: none"> • To be responsible for confidential secretarial, administration and clerical duties relating to all aspects of the school, including management of diary, correspondence, record keeping, minute taking and organising meetings plus school events • To ensure that staff, parents, pupils, visitors and third parties receive a personalised and professional service • Work as part of the Administration Team and provide Reception cover • Full aspects of office administration with finance, admissions duties
Main Responsibilities	<ul style="list-style-type: none"> • To deal with parents, staff, pupils and visitors in person, by email and manage written correspondence as directed by the Head and to treat such matters with confidentiality and sensitivity. • Provide high quality administration to ensure the smooth running of the office. • Answer both internal and external telephone calls and deal with the queries. • Greeting all parents/carers and visitors with professionalism and comply with safeguarding processes. • Collating billing information for finance department to include EYFS submission returns to the Local Authority and for billing purposes. • Collating and issuing the termly invoicing for fees in the Prep and Pre-Prep department. • Collating weekly, monthly, termly figures or on an ad hoc basis as required. • Responsible for overseeing the purchase order process including ordering stock, raising purchase orders, processing invoices, ensuring timely payment and updating reports where required to meet Head Office deadlines.

- Collation of monthly payroll documents such as overtime and expenses sheets for submission to finance staff for processing.
- Petty Cash/Parent Money control and reconciliation.
- Using Microsoft packages particularly Word, Excel and Outlook to help support the school.
- Booking of staff training courses, school trips, parents' evenings.
- To reconcile the school account daily using Xero accounting software.
- To maintain and populate the SCR, in collaboration with the SLT and Head Office.
- Maintaining pupil and staff files.
- To have a passion for marketing and recruitment
- To assist in setting specific marketing goals for the school and wider team.
- To design and implement marketing strategies aligned with business targets.
- To help to develop digital campaigns to increase web traffic and assist in forecasting market trends.
- To research market to identify new opportunities.
- To conduct tours and visits of the school site with the SLT

Other General Responsibilities

- To maintain a high degree of confidentiality and respond positively with tact, sensitivity and awareness to pupils and parents in relation to duties undertaken.
- Liaise with whole school staff to order school supplies as necessary.
- To act as point of contact for visitors to the school ensuring all visitors sign in and out of the building and wear their 'Visitor' badge at all times.
- Filing and archiving as required
- Answer incoming calls and ensure they are referred to staff as appropriate.
- Operate as a flexible member of the non-teaching staff, providing administrative support as necessary to facilitate a 'One Team' approach
- To operate office equipment e.g. computers, copiers and phones
- To use Microsoft packages as required to produce correspondence, spreadsheets and reports.
- To be aware of and comply with policies and procedures relating to safeguarding, health and safety, confidentiality and data protection, reporting any concerns to an appropriate person and keeping these up to date
- Provide a high standard of customer care to all users of the school.
- To be aware of and support diversity and equal opportunities for all, appreciating and supporting the role of other professionals
- To contribute to the overall ethos, work and aims of the school.
- To attend and assist with open days and school events as required.
- Fully and positively participate in the school's appraisal system in order to develop and enhance personal and school performance.
- To undertake all other duties commensurate with the level of the post as required, ensuring the efficient and effective running of the school.
- To attend and participate in meetings as required.
- To participate in training and other learning activities
- Take minutes of Health & Safety Committee meetings
- Undertake Safer Recruitment Training

	You may be required to travel to and work at various locations and sites as determined by the needs of the business.
--	----------------------------------------------------------------------------------------------------------------------

Person Specification

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential	Desirable	Method of assessment
Qualifications:	GCSEs A* - C in Maths and English	Bachelor's degree	Applicant's certificates
Experience:	<p>Experience in school administration</p> <p>Taking minutes and attending meetings.</p> <p>Working with confidential information.</p>	<p>Has worked within a school environment.</p> <p>Experience using Xero (desirable)</p>	<p>CV</p> <p>Interview</p> <p>Professional references</p>
Skills:	<p>Confident in the use of Microsoft Office.</p> <p>Good communication and interpersonal skills with the capacity to remain calm under pressure.</p> <p>Well organised with effective time management.</p> <p>Maintain Discretion and confidentiality.</p> <p>Pro-active and self-motivated with a high level of initiative.</p> <p>A willingness to learn and adapt and ready to embrace new change initiatives.</p> <p>Experience with social media marketing would be an advantage.</p>	<p>Experienced secretary/administrator / PA with excellent spoken and written English;</p>	<p>CV</p> <p>Interview</p> <p>Professional references</p>
Knowledge:	<p>Knowledge of effective administrative processes and systems.</p>	<p>Understanding of Health and Safety requirements.</p> <p>Understanding of the importance and implementation of</p>	<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>

		<p>safeguarding procedures.</p> <p>Knowledge of ParentMail and SchoolMoney desired but not essential as training will be provided</p>	
<p>Personal competencies and qualities:</p>	<p>Professional and efficient.</p> <p>Honest and reliable and Hard working.</p> <p>Motivational and inspirational.</p> <p>Confidence, commitment, and integrity.</p>		<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>