



**LIGHTHOUSE**  
SCHOOLS PARTNERSHIP

<b>Job Title:</b>	School Administration Support
<b>Location:</b>	Any Lighthouse Schools Partnership location
<b>Salary Range:</b>	JG4 SCP 7-11 (£20,092 - £21,748)
<b>Reports To:</b>	Headteacher

### **Job Purpose**

To provide a comprehensive business support service to the Leadership Team of the school.

Carry out a range of activities within existing routines and procedures, including those tasks expected of business support in the lower grade. The post holder is not generally supervised on a day-to-day basis and is often required to liaise with customers (both internal and external) to provide information.

### **Main Responsibilities and Duties**

Provide secretarial, financial and administrative support through activities such as word processing, taking minutes, producing spreadsheets, etc.

Produce more complex documents using a range of ICT programmes and format as required.

Input information and retrieve information from databases and records, provide management information in simple reports.

Maintain records and filing systems; develop and create new systems as required to ensure accurate and confidential recording and storage of information.

Maintain stationery inventory, ordering replacements and distributing as necessary to support work in the locality.

Provide information from basic research as directed by line manager

To undertake any other duties commensurate with the grade of the post

To be aware of and understand the Trust's Equality Scheme and ensure at all times that the duties of the post are carried out in accordance with its policies.

To ensure compliance with all Health and Safety legislation and associated codes of practice and authority policies.

This job only contains the main duties relating to this post and does not describe in detail the tasks required to carry them out.



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<b>Supervision and Management</b>
Meet regularly with line manager to agree work priorities and deadlines and review activities. Work flows from line manager and a team and is generated within the general office routine. Advice and support is readily available when enquiries are outside the experience of the post holder.
<b>Problem Solving and Creativity</b>
The post holder will be expected to plan their own work with an awareness of related activities which will influence or be influenced by the work of the post holder.
<b>Dimensions</b>
This post forms part of the team business support and may include specialist service procedures.
<b>Key Contacts and Relationships</b>
Team/ senior colleagues and indirect point of contact for general public. Direct relationship with Trust finance team.
<b>Decision Making</b>
This post provides business support for a team, liaising with partner agencies as necessary to improve services and outcomes for service users.  Post holder must use judgement to determine which enquiries need to be referred.
<b>Resources</b>
<b>Working Environment</b>
<b>Special Notes or Conditions</b>
Much of the work undertaken within the team is of a highly confidential nature. The postholder must at all times maintain confidentiality and should be aware that, given the nature of the services provided by the team they may on occasions be exposed to information that they may find upsetting.

Name	
Signature	
Date	



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**PERSON SPECIFICATION**

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<b>Location:</b>	<b>Any Lighthouse Schools Partnership location</b>

<b>KEY CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• 3 GCSEs at grades A*-C including maths and English or equivalent NQF level 2 qualifications to demonstrate numeracy &amp; literacy.</li> <li>• Experience working in Education and Finance</li> <li>• Considerable experience of working in an office environment and dealing with enquiries both via the telephone and in person to establish confident independent working.</li> </ul>	<ul style="list-style-type: none"> <li>• ICT qualification</li> <li>• Understanding of the key requirements of the technical area of work in which this post sits</li> <li>• Experience of ParentPay or similar outline payment system</li> <li>• Experience of PS Financials or another financial management system in an education setting</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Efficient office skills</li> <li>• Knowledge of ICT software packages such as within the Microsoft Office Suite</li> <li>• Customer care skills</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Work-related Personal Requirements</b>	<ul style="list-style-type: none"> <li>• Ability to work in a team sharing work loads</li> <li>• Organised and self-motivated</li> <li>• Good interpersonal skills</li> <li>• Pleasant telephone manner</li> <li>• Time management and multi-tasking</li> <li>• Maintain confidentiality</li> <li>• Accuracy and attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>