

School/College:	SPRINGWOOD HIGH SCHOOL
Job Title:	Shop Administrator
Hours/Weeks	27.5 hours per week, 41 weeks per year (Term Time + 3 weeks) 8:00am – 1.30pm, Monday to Friday.
Grade:	Scale C – Point 11-13 (£8.82 - £9.01 per hour)
Responsible to:	Trust Finance Manager
Key relationships/Liaison with:	Shop Manager, Finance Staff, Teaching Staff, Support Staff, Parents and Students.
Job purpose:	This is an Administrative role and training will be given in all of the areas listed below. The aim of the position is to provide effective running of the school shop, while developing the knowledge and skills of the successful Applicant.
MAIN DUTIES AND RESPONSIBILITIES:	
1	Provide an administrative role with professionalism and accuracy.
2	Demonstrate excellent organisational skills and proficiency in the use of Microsoft Word and Excel as required.
3	Input, retrieve and analyse information using the SIMS system.
4	Organising and maintaining an orderly filing system.
5	Organise Peripatetic administration and notify relevant student/staff Members.
6	Serve students in the school shop.
7	Make and receive telephone calls to/from parents and professional agencies as required.
8	Liaise professionally and effectively with parents/ staff/ external agencies for a variety of reasons and via a variety of media e.g. telephone, email, letter.
9	Liaise with staff to collect feedback on shop item needs and feedback.
10	Ensure that confidentiality is observed at all times and abide by the data protection act.
11	Ensure the safe disposal of confidential waste.
12	Prioritise workload to ensure the completion of work to specific deadlines.
13	Carry out duties in line with the School's policy on Equality and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.

14	Promote and safeguard the welfare of children, young and vulnerable people.
15	Accurately record Student music lesson attendance and report any issues to the relevant members of staff.
16	Basic First Aid (First Aid training to be given after appointment).
17	Ensure shop records are kept up to date and accurate at all times.
18	Ensure Daily shop takings are banked and recorded in an accurate and timely manner.
19	Complete stocktakes for shop items and monitor stock accordingly.
20	Carry out all ad-hoc duties as reasonably requested by the Trust Finance Manager/ Head Teacher, from time-to-time.

HOW TO APPLY

This post is open to internal candidates only.

To apply please complete a letter of application which sets out why you are the ideal candidate for the job and demonstrates that you meet the criteria set out in the Person Specification.

Please return this letter of application to recruitment@westnorfolkacademiustrust.co.uk. Alternatively, please post your letter, or drop it in to Springwood High School, marked FAO HR Department, West Norfolk Academies Trust, c/o Springwood High School, King's Lynn, Norfolk, PE30 4AW.

Closing Date: 26th October 2018

Interviews provisionally arranged for w/c 29th October 2018.

Job context and flexibility

This job description sets out the duties and responsibilities of the post at the time it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.

Where the post holder has a budgetary responsibility, it is a requirement of the role to work within the Academy's financial regulations.

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to the Disclosure and Barring Service.

PERSON SPECIFICATION

Qualifications	Essential	Desirable	How assessed
Level 2 English & Maths	✓		App/Ref
Level 2 IT qualification		✓	

Experience	Essential	Desirable	How assessed
Significant experience working with young people		✓	App/Int/Ref
Experience of working in a team		✓	
Experience of communicating with customers/clients		✓	

Skills, Attributes and Knowledge	Essential	Desirable	How assessed
Skills and knowledge to deal with student safety and behaviour	✓		App/Int/Ref
Setting high standards to staff and students by personal example	✓		
Ability to work effectively under pressure	✓		
Ability to prioritise and meet deadlines	✓		
Commitment to continued personal development	✓		
Assimilate information quickly and prepare succinct summaries	✓		
Ability to focus on standards and the belief that all students can succeed given the right opportunity and support	✓		
Demonstrate a commitment to equal opportunities	✓		
A willingness to relate to the local community	✓		
Good presentational skills and the ability to communicate effectively to a range of audiences both verbally and in writing	✓		
Good ICT skills	✓		

Personal qualities	Essential	Desirable	How assessed
Ambition for self and others	✓		App/Int/Ref
Genuine concern for others	✓		
Decisive, determined and self-confident	✓		
Integrity, trustworthy, honest and open	✓		
Accessible and approachable	✓		
Excellent attendance and punctuality	✓		
Excellent interpersonal skills	✓		

Appl = Application form, Int=Interview, Ref=Reference