

Sharrow School
Sitwell Road,
Sheffield, S7 1BE
Tel: 0114 2551704

Email: businessmanager@sharrow.sheffield.sch.uk

24 July 2024

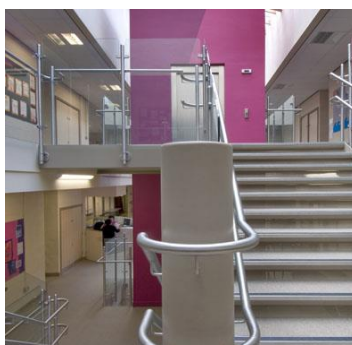
Position: ADMIN OFFICER (LEVEL 2, GRADE 4)
Scale: Grade 4 (Spine point 7 to Spine point 12)
Spine Point: £24,294 to £26,421 * 24/25 pay award pending
Hours: Monday to Friday 8.30am to 4.30 / 4pm (37 hours per week)
Weeks: Term-time plus 4 weeks (43 weeks plus paid holidays)
Actual Salary: £22,908.85 to £25,471.96 (pro-rata for 43 weeks)
Start Date: ASAP

We have an exciting opportunity for an enthusiastic and efficient Administration Officer to join our office team. We are looking for a proactive, confident candidate who will be able to work in close partnership with our School Business Manager and the other members of the office team. This role is ideally suited to an experienced school administrator, but candidates with strong transferrable skills from other sectors are also welcome to apply.

Excellent interpersonal skills will be essential as contact with a diverse range of stakeholders will be integral to the role. Previous knowledge of admissions, school management systems and IT packages (such as SIMs, FMS6 and ParentPay) will be an asset. The successful candidate will need to demonstrate the ability to build strong working relationships with staff, pupils and parents - teamwork and the community are at the heart of everything we do.

This role is essential to the quality of our day to day operations and how visitors and staff perceive the school, so we are looking for someone who can:-

- Process purchase orders and invoices, and undertake other finance tasks under the direction of the SBM
- Be responsible for the bookings and charges for the Nursery, Children's Centre, After School Clubs and Holiday Club
- Deal with new pupil admissions into Reception, Nursery, the Children's Centre and in year transfers into older year groups
- Assist with visitor management and the maintenance of the school's Single Central Record



You need to be someone who:

- Keeps pupil achievement and well-being as your core priority
- Has the ability to deal sensitively and discreetly with a wide range of people
- Has an eye for detail, and is a problem-solver
- Has excellent ICT skills
- Can multi-task and deal with lots of interruptions
- Is motivated and driven to actively contribute to a high performing team
- Is committed, creative and astute
- Wants to make a difference to the lives of children and their families

We offer:

- A vibrant, richly diverse school community
- A supportive and caring ethos where everyone is valued
- The opportunity to work in a supportive and collaborative environment
- A school at the heart of its community, with a Children's Centre and Nursery on site
- A fabulous building with great facilities

Closing date for applications: Tuesday 27th August 2024 @ 9am
Interviews held: w/c 2nd September 2024

Applications must be made using the Sheffield support staff application form, which can be downloaded from the school [website](#), the DfE teaching vacancies [website](#) or the Council website. We are unable to accept CVs.

Completed applications must be returned to:

Evelyn Abram, Headteacher
Sharrow School
Sitwell Road
Sheffield, S7 1BE

Applications may also be submitted by email via jobs@sharrow.sheffield.sch.uk.

We are committed to safeguarding and promoting the welfare and safety of children and vulnerable adults and expect all staff to share this commitment. All successful candidates will be required to complete an Enhanced Disclosure and Barring Service Check.

We value our diverse workforce and aim to work together to make the most of our differences. We welcome applications from everyone. Under the Disability Confident Scheme, disabled applicants who meet the essential criteria of this job are guaranteed an interview.