



Beeches Infant School
Beeches Road, Great Barr, B42 2PY.

Job Title / Post: School Administrator
Grade 3 (Point 9 – 22) £25,119 - £31,364
36.50 hours Term Time Only (TTO)

Beeches Infant School is a vibrant 3 form entry LA Community School and the Governing Body are looking for a highly motivated Office Administrator. This is a rare opportunity to gain a permanent contract, and to start asap.

Beeches Infant School is seeking someone who has the passion and energy to join the team to work in the school's busy office. You will be a skilled individual, someone who is professional, someone who has excellent communication skills, and someone who is highly organised and can meet deadlines. The post will include a wide range of financial and administration duties, including reception and telephone duties, word processing, maintenance of data bases and will include ordering of goods and services to the school's financial system.

The candidate should be proficient in the use of various IT systems including MS Office and Excel. The right candidate must be able to form positive relationships with the children, staff, parents, governors and visitors.

If you can come into work each day with a smile on your face and can demonstrate the following, then this is for you.

Candidates need to demonstrate:

In partnership with other members of the admin team, the duties attached to the role will include:

- Attendance procedures (including phone calls and data entry);
- School dinner administration;
- Administering medication;
- Managing our online payment portal;
- Answering the telephone and dealing with queries in person, via email and on the telephone;
- Meeting and greeting visitors to school;

- Managing email and post;
- Accurate and consistent record keeping;
- Using IT systems to produce letters, emails, and reports;
- Using reprographic equipment;
- Managing of school resources;
- Supporting financial processes.

In return our school offers:

- Delightful and enthusiastic children.
- A strong, dedicated team who work hard for the children.
- A friendly, supportive working environment.
- Opportunities to use your skills and develop professionally.
- A supportive governing body and leadership team.

Beeches Infant School is committed to safeguarding children and promoting the welfare of children and young people and expects all trustees, staff and volunteers to share this commitment. All successful candidates will be subject to an Enhanced Criminal Disclosure from the Disclosure and Barring Service along with other relevant employment checks, including overseas criminal background checks where applicable. All new employees will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance.

Prospective candidates are strongly encouraged to visit the school prior to application. Informal visits can be arranged with Mrs Joanne O’Kane our School Administrator. For an application pack and to book an informal visit please contact school on 0121 360 4222.

Closing date for application is **Friday 24th January 2025 at 12 noon**. Interviews will be held on **Wednesday 29th January 2025**.

Application forms and Job Descriptions are available directly from the school at enquiry@beechesinf.bham.sch.uk and on our website. Please return completed applications to the same email address. School Telephone: 0121 360 4222.