



# **RATHMORE GRAMMAR SCHOOL**

## **Office Administrator**

### **School Profile**

Rathmore Grammar School, a Catholic, co-educational, voluntary grammar school, situated on the southern side of Belfast, was opened in 1953 by the Religious of the Sacred Heart of Mary. It inherits the rich tradition of a Congregation engaged in education for one hundred and fifty years. It has 77 teaching staff and 1260 pupils and has excellent accommodation and facilities for this enrolment.

Rathmore, with its highly qualified and caring staff, seeks to foster academic excellence while meeting the individual needs of pupils within a well-structured and fully supportive pastoral care system. All pupils are encouraged to develop their gifts and to become self assured, articulate and responsible members of society. The ethos of the school is Catholic, with a strong emphasis on the spiritual and moral formation of pupils. Pupils are encouraged to mature as fully committed Christian adults, prepared to respect the beliefs and traditions of others and to bring to society the values of the Gospel. Rathmore endeavours to create a friendly, caring atmosphere where pupils feel at home. It recognises the special role of parents in the education of young people and welcomes close contact with them. The school operates a Child Protection Policy to which all staff must subscribe.

### **General Office**

The General Office is a busy environment at the very centre of support operations for the School. The staff complement is two full time Administrators and one part time/term time Receptionist. The postholder will be required to cover Reception on a shared basis with the Finance Administrator when the part time Receptionist is not working (two days per week during term time). General Office staff come into contact with a wide range of people including teachers, pupils, parents and a variety of visitors to the School. Excellent communication skills are essential to the role as well as flexibility and willingness to undertake a variety of tasks.

The postholder will work closely with teachers, parents and pupils to provide a full administrative role in a wide variety of areas, for example, pupil records, attendance, EMA, free school meals and careers interviews, are some of the aspects of work where administrative support will be provided. The postholder will also be required to act as General Office point of contact for pupils who are feeling unwell and need to leave during the school day.

# **Office Administrator**

## **Outline of Duties and Responsibilities**

**Responsible to:** Bursar

**Salary Scale:** NJC Scale point 17 £30,060 per annum.

**Status:** Full time hours - Monday to Friday 8.30 am to 4.30 pm with a 45 minute unpaid lunch break.

**Key Purpose:** To provide administrative support.

### **Job Profile**

The responsibilities of the post include

- Update and maintenance of accurate pupil database (SIMS) including changes in details, Year 8 intake, leavers, pupil photos;
- Administrative support for pupil issues such as music tuition, bus passes;
- Contribute to improving school attendance by making appropriate phone calls to establish reasons for absence and by monitoring, reporting on and providing support for pupils with low attendance including liaising with external agencies;
- Preparing SIMS reports for teaching staff and printing/disseminating pupil reports;
- Preparing music tuition timetable and communicating that to tutors, pupils and parents;
- Liaising with HSCT with regards to information for pupil vaccinations and scheduling vaccinations;
- Providing initial support to pupils presenting at the general office who need access to their (school held) medication, who are ill or who are in need of first aid;
- Administrative support for pupils in relation to careers interviews, careers evening, work shadow arrangements and going through UCAS process;
- Communication with Tutors, Year Heads and teaching staff regarding pupil notices including the publication of the Weekly Notice for staff;
- Administrative support for pupils in relation to the pastoral care roles of Senior Teachers and Year Heads including organising parent/teacher appointments;
- Use of Schoolcomms to send notifications by text or email to parents;
- Providing academic/examination information for past pupils;
- Administrative support for free school meals claims;

- Administrative support for pupils applying for EMA;
- Receptionist duties one day per week and provide lunch cover for reception on a shared basis throughout the week;
- Provide support for general office colleagues during times of challenging workloads and absences;
- Support and assist general office colleagues and work collaboratively to achieve overall work objectives;
- Such other duties that may be allocated by the Bursar to support the overall General Office function; and
- Familiar with, and carrying out the duties of this post in accordance with the school's Child Protection Policy.

## **Candidate Profile**

The person appointed to this post must be able to demonstrate by means of his/her application form and, if shortlisted, the responses he/she makes to the questions asked at interview that he/she meets the following criteria.

### **Qualifications / Experience**

Essential Criteria:

- A minimum of 5 GCE/GCSE or equivalent (Grade A\*-C) including Mathematics and English Language;
- A minimum of 3 years' experience working in a similar role/environment in a busy office; and
- ICT literate and proficient in the use of computer packages including MS Office (Word, Excel and Powerpoint).

Desirable Criteria:

- Experience of working in an administrative role in a school or college environment; and
- A minimum of 7 GCE/GCSE or equivalent (Grade A\*-C) including Mathematics and English Language.

### **Knowledge**

- Knowledge of the requirements of an Administrator; and
- Knowledge of the general administrative processes and records.

### **Skills**

- Demonstrate good planning and organisational skills;
- Attention to detail;
- Demonstrate ability to work flexibly and an ability to work under pressure to meet deadlines; and
- Demonstrate good communication skills and customer focussed approach.

**Personal qualities**

- Ability to work as a member of a team;
- Ability to use own initiative;
- Good interpersonal skills;
- Approachable; and
- Ability to deal with matters of confidentiality.

**Notice to Candidates**

**The Application Form must not be changed from the format provided to you. Additional pages will not be considered.**

Please note that the criteria may be enhanced to facilitate shortlisting and that preference may be given to candidates who are best qualified for the post in terms of their experience and qualifications.

Candidates should complete the Application Form in full and return it to the Principal's P.A. by

**12.00 noon on Wednesday 28 May 2025.**

It is expected that interviews will be held week commencing **Monday 2 June 2025.**

**Application Forms returned by email will not be accepted.**

**CV's must not be included and will not be considered.**