



# NOW HIRING

## ADMINISTRATION ASSISTANT

### *Permanent Appointment*

*Required for: Autumn 2026 - or earlier by agreement*

**Title of Post:** Administration Assistant

**Salary Grade:** Administration Assistant / Pay Band 2 (£24,838 - 27,075 pro rata per annum)

*As a guide, based upon a salary of £24,838 pro-rated for hours and Term Time (not having to work during 12 weeks of school holidays), with 22 days paid annual leave, annual salary would be c£21,235.*

**Responsible to:** Leadership Team

**Line Manager:** Finance Manager

**Hours of Duty:** 37 hours a week

*To be worked Mon-Thurs 8am – 4.30pm and Fri 8am – 4pm with 1 hour lunch: some flexibility in these hours can be agreed if a shorter lunch break is preferred.*

**Contract Term:** Term Time plus 1 week

*Usually worked during the week before the Autumn term commences, but to be agreed with Finance Manager*

**Contract Type:** Permanent appointment with a six-month probationary period

Ballakermeen is a vibrant, inclusive school where genuine mutual respect underpins everything that we do. Our distinctive 'Ballakermeen style' is warm, welcoming and friendly and our focus is on creating an environment so that all students can make every second of learning count. Our Ballakermeen commitment combines high standards, personal responsibility, genuine care and a commitment to helping every student thrive. We blend high expectations with a culture that supports staff and students, inspiring them to succeed.

Two core priorities guide everything we do:

1. Maintaining a calm, orderly, and safe environment, built through consistent expectations and positive behaviour. Our expectations are unapologetically high, and we believe that consequences are important alongside support to avoid repeated disruption of other students' learning
2. Embedding Quality First Teaching for all, driven by an evidence-based CPD programme that empowers staff to continually grow and deliver excellence in the classroom through highly reflective practise.

Join us and experience a school where our values of Kindness, Honesty and Respect drive both achievement and character development, and where every day begins with a "Good morning!"



# JOB DESCRIPTION

The role involves working as part of the school's central services team under the guidance of the Finance Manager. Responsibilities can be varied and will include working in the school office or throughout the school as required, dealing with reprographics, administration, finance and attendance. To be effective in the role, the post holder must be a team player, adaptable and willing to learn new skills as the job requires. Good communication, interpersonal, organisational and computer skills are also needed.

## **SUPPORT FOR STUDENTS & STAFF:**

### **Reprographics:**

- Working as part of a small team to manage a busy reprographics schedule for school departments, meeting regular deadlines
- Establish productive working relationships; assisting students and staff to locate relevant resources to support teaching and learning, including helping students to reset passwords

### **Administration:**

- Able to deal with telephone, email and visitor enquiries/communication in a confident and professional manner
- Ability to manage school reception area, liaising with visitors and students in a professional manner and dealing with incoming and outgoing post
- Use of the school's information system (Arbor) to access and input data and produce reports and other documents
- Able to produce documents using Microsoft Office package and Arbor, including proof reading for completeness and accuracy
- Maintain stock for resources such as stationery, ties, school badges etc.
- Assist in the organisation and preparation of school events and school trips

## **SUPPORT FOR THE SCHOOL:**

- Carry out general office duties; reprographics responsibilities (printing, photocopying) as well as laminating, managing stationery requests etc.
- Supporting students in the library, or during visits, trips and out of school activities as required
- Administration support within school, as directed, including following finance administration procedures
- Able to deal with first aid issues (after training has been undertaken)
- Undertake other reasonable duties in support of the operational needs of all areas of the school e.g. assisting in the school office, canteen, exams office, attendance matters, classrooms and other areas requiring support, such as invigilation of examinations, where necessary
- Provide cover for sick/absent staff and stand in for them when required
- Be aware of and comply with all DESC and school policies and procedures including those relating to IOM Government Financial Regulations, safeguarding and child protection, health, safety and security, confidentiality and data protection; reporting all concerns to an appropriate person
- Contribute to the overall values and objectives of the school
- Be responsible for the care and security of school equipment and resources used in carrying out duties
- Attend and participate in regular meetings and training/ learning activities associated with your work, on occasions this may be outside of your usual working pattern

Any other duties as reasonably requested by the Finance Manager, Headteacher or Senior Leadership Team and consistent with the overall level, nature and grading of the post. The contents of this job description may be reviewed and updated as necessary to ensure that it remains accurate and complete. All changes will be made in discussion and with the agreement of the Head of Service or designated officer.

# PERSON SPECIFICATION

QUALIFICATIONS AND EXPERIENCE	ESSENTIAL/ DESIRABLE	ASSESSED THROUGH Application Interview CV Pre-Employment Checks	
GCSE Maths & English Grades A* - C (9-4) or Key Skills Level 2 Application of Number & Communication Awards or Functional Skills Level 2 Mathematics and English	D	C	I
Relevant experience in an office administration or support role, managing a busy workload	D	C	I
Experience of working in a secondary school with children/young people of relevant age and a range of educational needs	D	C	I
<b>DISPOSITION</b>			
Calm and disciplined approach when under pressure	E	C	I
Confidence and presence to inter-relate with students and staff at all levels	E	C	I
Flexibility to development and changes in the nature of the work	E	C	I
Enthusiastic and positive approach. Able to work as a member of a close-knit team	E	C	I
Ability to work with a high level of accuracy	E	C	I
Able to use own initiative	E	C	I
<b>KNOWLEDGE &amp; SKILLS</b>			
Experience of working on computerised systems, equipment, technology including printers with photocopying and scanning functions, having excellent keyboard skills; aptitude to quickly learn new IT based systems or other technology required in role	D	C	I
Good working knowledge of Microsoft packages: Word, Excel, Powerpoint, Outlook	E	C	I
Good communication skills - verbal and written. Very good interpersonal skills	E	C	I
Efficient forward planning & organisational skills. Ability to manage time/prioritise	E	C	I
Discretion when dealing with confidential or sensitive information	E	C	I
Already have, or be willing to undertake, First Aid training	D	C	I
Problem-solving/exercising of initiative/ability to suggest new ways of working in order to improve current systems and processes	D	C	I
Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation	D	C	I
<b>CIRCUMSTANCES/INTERESTS</b>			
Isle of Man worker	D	A	
Required to meet the normal hours of attendance <i>Mon-Thurs 8am - 4.30pm and Fri 8am - 4pm</i>	E	C	I
A flexible approach to working hours to support school objectives (e.g. to include attending meetings or undertaking training)	E	C	I
Satisfactory police check	E	P	



# SAFEGUARDING

The Department of Education, Sport and Culture is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**All staff** are required to undertake training with regard to the safeguarding and welfare of children and young people and the Department commits to providing this training e.g. via induction, on-line, briefings at staff meetings inset days etc., as appropriate.

All staff have a responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact and to adhere to, and ensure compliance with, the Safeguarding Children Board Child Protection procedures and the school/service's Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children School/Service, they must report any concerns to the designated Safeguarding lead in their area or to the department's Child Protection and Safeguarding Officer.

The contents of this job description may be reviewed and updated as necessary to ensure that it remains accurate and complete. All changes will be made in discussion and with the agreement of the Head of Service or designated Officer.