



NOW HIRING

SCHOOL OFFICE

Central Services Administrator

AO / Pay Band 7

Required for: As soon as possible

Salary Grade: AO Officer / Pay Band 7 (£29,336 - £35,386 pro rata per annum)

As a guide, based upon a salary of £29,336 pro-rated for hours and Term Time plus 2 weeks (not having to work during 10 weeks of school holidays), with 22 days paid annual leave, annual salary would be c£25,428

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 how hours are worked can be agreed if a shorter lunch break is preferred.

Contract Term: Term Time plus 74 hours (equivalent of 2 weeks)

To be worked during school holidays as part of the school office (central services) rota

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

Working as a key member of the School Office (central services) team under the leadership of the Finance Manager, this role is central to the executive operation of the school. The post holder will undertake a diverse range of responsibilities across the school, primarily within the main office but also within the wider school environment. Key responsibilities include supporting essential functions in purchasing management and school finance along with other school administration work, notably including reprographics.

Success in this role requires a proactive and flexible individual who thrives in a collaborative team environment. The post holder must demonstrate adaptability and a willingness to acquire new skills and develop knowledge in new systems, in response to evolving school needs.

The role demands excellent communication and interpersonal abilities, alongside strong organisational and digital competencies, enabling the post holder to deliver high-quality support and contribute positively to the smooth and efficient running of the school.

FINANCE/PURCHASING

Working as part of the school's central services team, providing administrative and finance functions within school and having a primary focus on purchase ledger and financial processes:

- Assist with the processing and maintenance of school financial records in line with budgetary controls, financial regulations, and school policies
- Raise and process official purchase orders using AXAPTA (or other Government financial systems), ensuring accuracy and compliance
- Process invoices for payment, including checking, coding, and reconciling against purchase orders and goods inwards/delivery notes
- Monitor expenditure and support budget tracking, highlighting discrepancies where necessary
- Prepare and process journal transfers as required
- Support the administration of school trips, including financial tracking, payments, and reconciliation. Make bookings for travel, accommodation, courses and school activities
- Liaise effectively with suppliers, staff, and key stakeholders regarding orders, invoices, and payments
- Undertake goods inward procedures, ensuring deliveries are checked, recorded, and distributed appropriately
- Manage and maintain financial documentation and records with a high level of accuracy and confidentiality
- Produce financial and administrative reports using computerised systems
- Support additional finance-related duties such as cash handling, counting, and banking in line with procedures
- Assist with the operation and problem-solving of the school's cashless catering system

Administration/Operational Support:

- Able to deal with telephone, email and in-person stakeholder enquiries/communication in a confident and professional manner
- Able to deal with first aid issues (after training has been undertaken)
- Within the school reception area, liaising with students, visitors and staff in a professional manner and managing incoming and outgoing post
- Maintain stationery and other stock (ties, school badges) using stock control systems, including ensuring paper and essential supplies are consistently available
- Provide administrative support using systems such as Arbor, ParentPay, Axapta, Infinity+ and Microsoft Office, ensuring accuracy and attention to detail (training will be given; previous knowledge and use is an advantage)

- Support general school administration including document production and proofreading
- Assist in the organisation and preparation of school events and school trips
- Maintain organised and accurate filing systems, ensuring regular filing and easy retrieval of documentation

Lockers Administration:

- Manage the school locker system, including identifying and re-allocating vacant lockers, maintaining accurate locker user and location records, administering locker hire payments using ParentPay and management and control of master keys

Reprographics & Resource Support:

- Working as part of a small team to manage a busy reprographics schedule (including printing, photocopying and laminating) 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

SUPPORT FOR THE SCHOOL:

- Carry out general office duties, including stock management and administrative support
- Provide flexible support across school functions, including attendance, communications, exams and other operational areas
- Support students during school activities, trips, or within learning environments where required
- Provide cover for absent staff as required

GENERAL RESPONSIBILITIES:

- Comply with all DESC and school policies, including financial regulations, safeguarding, health and safety, confidentiality, and data protection
- Contribute to the overall aims, values, and smooth running of the school
- Maintain the security and appropriate use of school resources and equipment
- Attend relevant training and meetings, including those outside normal working hours where necessary
- Undertake first aid duties following appropriate training, including responding to incidents and supporting students with medical conditions as required

Undertake any other duties as reasonably requested by the Finance Manager, Headteacher, or Senior Leadership Team, consistent with the level and nature of the post. This job description may be reviewed and updated in line with operational needs.

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.

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, and experience in a relevant discipline	D	C	I	P
Relevant experience in an office administration or support role, managing a busy workload	D	C	I	
Experience in a secondary school setting, with an understanding of first aid procedures and supporting students' medical needs	D	C	I	
Experience of working with financial and accounting systems. (Experience in AXAPTA would be an advantage but not essential)	D	C	I	
DISPOSITION				
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	
Highly motivated and enthusiastic, able to work on own initiative and as part of a team, taking responsibility for ensuring work is delivered to a high standard	E	C	I	
KNOWLEDGE & SKILLS				
Excellent communication skills (verbal and written) with strong interpersonal skills; experience in a customer facing role, managing queries by telephone and in person and used to dealing with confidential or sensitive information	E	C	I	
Efficient forward planning & organisational skills. Ability to manage time/prioritise	D	C	I	
Willingness to undertake First Aid training and deal with first aid issues, including students with medical conditions	E	C	I	
Working knowledge of relevant policies, codes of practice and legislation, including Child protection and Safeguarding	D	C	I	
Excellent working knowledge of Microsoft packages; Word, Excel, PowerPoint, Outlook	E	C	I	
Experience of working with computerised systems, equipment and technology, including printers with photocopying and scanning functions; excellent keyboard skills and ability to quickly learn new IT systems	E	C	I	
Problem solving skills / exercising of initiative / ability to suggest new ways of working in order to improve current systems and processes	E	C	I	
CIRCUMSTANCES/INTERESTS				
Isle of Man worker	D	C	I	
Able to meet required working hours (37hrs between 8:00am-4:30pm, plus 74 hours during school holidays as part of the central services rota)	E	C	I	
Flexible approach to working hours to support school needs (e.g. to include meetings or undertake training, which may take place outside of usual working	E	C	I	
Satisfactory police check	E	P		