



## ERSKINE STEWART'S MELVILLE SCHOOLS

<b>JOB TITLE</b>	<ul style="list-style-type: none"> <li>Admin Officer</li> </ul>
<b>CONDITIONS OF ROLE</b>	<ul style="list-style-type: none"> <li>Start Date: August 2025</li> <li>Contract Type: Temporary from August 2025 until August 2026</li> <li>Hours of Work: 8.00am to 4.30pm Monday to Friday, with 45 minutes (unpaid) for lunch. A paid working week of 39 hours</li> <li>Salary: The salary for this position is £26,620 per annum</li> <li>Holiday Entitlement: Entitlement is to 25 days' annual holiday leave plus 10 days' statutory holiday (pro rata if part time) when the schools are closed. The Schools holiday year runs from January to December.</li> </ul>

ROLE DETAILS	
<b>PURPOSE OF THE ROLE</b>	<ul style="list-style-type: none"> <li>The Admin Officer will provide administrative support to the Estates and Facilities Department.</li> </ul>
<b>ACCOUNTABILITY</b>	<ul style="list-style-type: none"> <li>The Admin Officer will be accountable to the Estates and Facilities Co-ordinator, report to the Maintenance Manager</li> </ul>
<b>AUTHORITY</b>	<ul style="list-style-type: none"> <li>The Admin Officer will have authority as delegated by the Head of Estates</li> </ul>
<b>RELATIONSHIPS</b>	<ul style="list-style-type: none"> <li>The Admin Officer will work closely with colleagues across the Estates department, as well as internal and external stakeholders</li> </ul>

<b>DUTIES AND KEY RESPONSIBILITIES</b>	<p>The Admin Officer will be responsible for responding to emails and phone calls in a timely, professional manner as well as maintaining filing systems and databases and oversight of shared mailboxes and ticketing systems.</p> <p>Working closely with the Estates and Facilities Co-ordinator and Providing cover for their absence.</p> <p>Operate the Civia system/CAFM to ensure Maintenance tasks are promptly resolved.</p> <p>Ensure order/invoices are appropriately processed and recorded via the Finance system.</p>
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PERSON SPECIFICATION		
	Essential Criteria	Desirable Criteria
<b>Experience</b>	<ul style="list-style-type: none"> <li>Previous experience providing secretarial and administrative support to a busy office</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience of working in a school or education setting</li> </ul>

<b>Education/Qualifications</b>		<ul style="list-style-type: none"> <li>• Appropriate professional qualifications/training</li> </ul>
<b>Skills/ Abilities/ Capabilities</b>	<ul style="list-style-type: none"> <li>• High level of proficiency in the full Microsoft Office package, specifically Word and Excel.</li> <li>• Literacy and Numeracy skills</li> <li>• Excellent communication skills (orally and in writing)</li> <li>• Experience of building professional relationships with internal and external stakeholders (e.g. prospects and volunteers)</li> <li>• Excellent interpersonal and communication skills (orally and in writing), with an ability to handle sensitive and confidential information</li> <li>• Ability to use initiative, multi-task and prioritise own workload with good attention to detail</li> <li>• Strong planning and organisational skills with the ability to meet deadlines whilst working with conflicting demands</li> <li>• Independent, self-motivated and organised, with an ability to work as part of a team</li> </ul>	
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• High professional and personal standards</li> <li>• Workplace flexibility and a willingness to adapt to change with regards to how and when work is progressed</li> <li>• Commitment to the ESMS values</li> </ul>	<ul style="list-style-type: none"> <li>• Commitment to continuous professional development</li> <li>• Proactive nature</li> </ul>

**The closing date for this role is Wednesday 23 July at 12 noon. We anticipate interviews will be held shortly after.**