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| **Job Description**  |

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| Job Details |
| **Job Title** | Administrator |
| **Grade** | Grade D 6-11 |
| **Primary Purpose of Job** | Organise and supervise administrative systems within the school. Contribute to the planning, development, and monitoring of support services, including coordination and delegation of relevant activities. |
| **Responsible to** | Principal and Trust Office Manager |
| **Principal Responsibilities** | Provide comprehensive administrative support to the school. To work collaboratively with all staff and parents in order to support the pupil wellbeing. |

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| Main Duties |
|  | OrganisationTo receive visitors to the school and communicate with courtesy and clarity to all stakeholders, including answering the telephone and face-to-face enquiries. |
|  | Assist with pupil first aid and welfare duties, including looking after sick pupils and liaising with parent and staff etc. |
|  | AdministrationTake a lead role in the development and maintenance of records and information systems. |
|  | Produce, and respond to, complex correspondence. |
|  | Manage financial & administrative procedures as directed by your line manager. |
|  | Be responsible for completion and submission of complex forms, returns etc. including those to outside agencies e.g. DfE. |
|  | To maintain and update all administrative and information systems and processes as required, including retrieving and collating information to ensure deliver of a high-level administrative service.  |
|  | Support with school lettings and other uses of school premises where relevant  |
|  | To type and distribute letters to stakeholders and newsletters etc. |
|  | Administer school registration procedures in line with statutory requirements |
|  | Be able to operate relevant equipment and ICT packages (word, excel email, internet etc) |
|  | Maintain records of stationary supplies and stock and re-order as required. |
|  | Maintain and distribute uniform and reorder stock as required. |
|  | Take a lead role in managing school meal finances and any other income into school. |
|  | Be aware and comply with Health and Safety procedures. |
|  | To produce lists, information and data as required, for example, pupils' data and to maintain and collate pupil reports accurately and to support the learning mentor in the administration of attendance. |
|  | Arrange meetings and events and take notes at meetings to a high standard, as and when required. |
|  | To collect and distribute incoming mail and dispatch outgoing mail. |
|  | Respond to all queries from a wide range of people in an efficient and courteous manner, using initiative and creative skills to resolve issues. |
|  | To have an overview of correct and timely input of data onto Arbor by staff and to manage access rights. |
|  | Run routine reports for; class teachers, management, and other colleagues. |
|  | To ensure accuracy and confidentiality of all information produced. |
|  | To keep all stakeholders up to date by communicating through a range of channels. |
|  | Use initiative and time management to organise own workload to meet deadlines. |
|  | To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality, and data protection, reporting all concerns to an appropriate person as soon as they arise. |
|  | To be aware of and support difference and to ensure equal opportunities for all. |
|  | Contribute to the overall ethos, work and aims of the school. |
|  | Develop constructive relationships and communicate with other agencies and professionals. |
|  | Recognise own strengths and areas of expertise and use these to advise and support others. Share expertise and skills with others. |

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated, at the discretion of the principal and to meet the needs of the school.



**Person Specification**

The minimum essential requirements for the above post are as follows. Please try to show in your application form, how best you meet these requirements. Disabled candidates are guaranteed an interview if they meet the essential criteria.

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Skills and Knowledge | Method of Assessment |
|  | Basic awareness of first aid or working towards qualification | Application Form / Interview |
|  | Effective use of ICT packages. | Application Form / Interview |
|  | Full working knowledge of relevant policies, codes of practice and legislation. | Application Form / Interview |
|  | Ability to self-evaluate learning needs and actively seek learning opportunities. | Application Form / Interview |
|  | Ability to relate well to children and adults. | Application Form / Interview |
|  | Work constructively as part of a team, understanding school roles and responsibilities and your own position within them. | Application Form / Interview |
|  | Ability to organise, lead and motivate self and other staff. | Application Form / Interview |
|  | Ability to build and maintain successful relationships with pupils, parents and colleagues alike. | Application Form / Interview |
|  | Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice | Application Form / Interview |
|  | Able to liaise sensitively and effectively with parents and carers recognising their role in pupil learning | Application Form / Interview |
|  | Able to improve their own practice through observations, evaluations, and discussion with colleagues. | Application Form / Interview |
|  | Excellent numeracy and literacy skills. | Application Form |
|  | CompetenciesPlease note the school’s competencies, which are essential for all roles, are in the Core Competencies document. | Interview |

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| Experience, Qualifications and Training | Method of Assessment |
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 | Experience in relevant discipline and holder, working towards or willing to work towards NVQ level 3 qualification. | Application Form / Certificate |
|  | GCSE Mathematics and English Grades 9-4 (A-C) or equivalent. | Application Form / Certificate |
|  | Willingness to participate in relevant training and development opportunities. | Application Form / Interview |
|  | Previous experience of working within a school office environment. | Application Form / Interview |
|  | Previous experience of MIS packages. | Application Form / Interview |
|  | Previous experience of statistical returns e.g. DfE. | Application Form / Interview |

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| Work Related Circumstances | Method of Assessment |
|  | High expectations of all pupils; respect for their social, cultural, linguistic, religious, and ethnic background and a commitment to raising their educational achievements | Application Form / Interview |
|  | This post is subject to an enhanced disclosure and a barred list check from the Disclosure and Barring Service. | Application Form / Certificate |

# Core Competencies

These core competencies are considered essential for all roles within this school. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.

**Developing Self and Others**

Promote a learning environment to embed a learning culture. Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development.

**Civil Contingencies**

Vantage CE Academies Trust has a statutory duty under the Civil Contingencies Act 2004 to respond in the event of an emergency. If the Emergency Management Plan is activated, you may be required to assist in maintaining key trust services and supporting the community. This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality and Diversity**

Uphold the principles of fairness and the Equality Act 2010 in all undertakings as an employee of the school, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability, or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring and professional image.

**Health and Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy, and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow school policies and procedures on dealing with personal information and information assets, including the Code of Conduct, Information Management, and ICT Acceptable Use. Personal or confidential data should only be accessed or used for school purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required by the Immigration Act 2016.

**Safeguarding**

This School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure and Barring Service.