

JOB DESCRIPTION

SCHOOL:	Laurence Jackson
POST TITLE:	Administrator
GRADE:	D (SC4) 10 Hours pw, TTO
REPORTS TO:	Associate Assistant Head
MAIN PURPOSE:	Under the instruction/guidance of senior staff undertake general administrative/attendance support to the school.

TASKS:

Organisation

- Assist with duties including answering and making telephone calls, dealing with attendance queries and updating attendance registers..

Administration

- Provide general/clerical administrative support e.g. photocopying, filing, completion of standard forms, respond to routine correspondence.
- Assist with the administration to support the attendance officer
- Assist with attendance monitoring, checking pupil registers and speaking to parents as required.
- Maintain manual and computerised records/management information systems.
- Produce lists/information/data as required e.g. pupil's data.
- Undertake typing and word-processing and other IT based tasks.
- Take notes at meetings.
- Sort and distribute mail, as required.
- Undertake administrative procedures.
- Maintain and collate pupil reports.

Resources

- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet).
- Provide general advice and guidance to staff, pupils and others.
- Undertake general financial administration e.g. processing orders.

Responsibilities

- Be aware of and comply with policies and procedures relating to Safeguarding, health, safety and security, confidentiality and, reporting all concerns to an appropriate person.
- Be aware of and comply with data protection in accordance with the General Data Protection Regulation (GDPR) and Trust Policies.
- Be aware of and support individual difference and ensure Equal Opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required

- Participate in training and other learning activities and performance development as required
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Academy Trust may determine.

The Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Signed:

Date:

PERSON SPECIFICATION

POST TITLE: Administrator

GRADE: D (SCP 4)

	Essential	Desirable
QUALIFICATIONS/ TRAINING:	<ul style="list-style-type: none"> • NVQ 2 or equivalent qualification in relevant discipline, e.g. Business Administration Level 2 OR appropriate experience • Willingness to participate in training and development opportunities 	<ul style="list-style-type: none"> • Basic First Aid training
EXPERIENCE:	<ul style="list-style-type: none"> • General clerical, administrative and financial 	<ul style="list-style-type: none"> • Experience of working in a busy office environment • Experience of reception duties • Experience of SIMS
SKILLS/ KNOWLEDGE:	<ul style="list-style-type: none"> • Good numeracy/literacy skills • Effective use of ICT packages • Use of relevant equipment/resources • Good keyboard skills • Knowledge of relevant policies/code of practice & awareness of relevant legislation • Ability to relate well to children and adults • Work constructively as part of a team, understanding school roles and responsibilities and your own position within these • Ability to identify own training & development needs and be willing to address these • Positive approach to customer care • An ability to fulfil all spoken aspects of the role with confidence through the medium of English 	<ul style="list-style-type: none"> • Appropriate knowledge of First Aid
PERSONAL ATTRIBUTES:	<ul style="list-style-type: none"> • Friendly and approachable manner • Self-motivated • Reliable and punctual • Flexible • A commitment to working as part of the whole school team and supporting the vision and aims of the school 	