

JOB DESCRIPTION

**SCHOOL: Junction Farm**

**POST TITLE**: **Administrator**

**GRADE: D (SCP 11 – 13), 37 hours pw, TTO + 2 days**

**REPORTS TO: Office Manager**

**MAIN PURPOSE: Under the instruction/guidance of senior staff undertake general administrative/financial support to the school.**

### TASKS:

#### Organisation

* Assist with duties including answering the telephone, dealing with visitors and dealing with staff and pupil enquiries and requests.
* Deal with pupils who feel ill or who are injured. Notifying parents if necessary. Supervise students taking medication.
* Cover for absent staff.

#### Administration

* Issue communications, forms, events and bookings via ParentMail and deal with parent/carer queries for ParentMail.
* Request articles from staff and prepare the newsletter for publication.
* Provide general/clerical administrative support e.g. photocopying, filing, completion of standard forms, respond to routine correspondence.
* Assist with the administration to support the production of student reports, including, advising staff of timescales, inputting corrections and chasing up outstanding comments with staff.
* Assist with arrangements for school trips and visits, including obtaining transport quotes, maintaining and producing spreadsheets, reviewing and producing communications, distributing trip packs and collating consents.
* 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 11 – 13)

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|  | **Essential** | **Desirable** |
| **QUALIFICATIONS/**  **TRAINING:** | * 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 | * Basic First Aid training |
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| **EXPERIENCE:** | * General clerical, administrative and financial | * Experience of working in a busy office environment * Experience of reception duties * Experience of SIMS |
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| **SKILLS/**  **KNOWLEDGE:** | * 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 | * Appropriate knowledge of First Aid |
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| **PERSONAL ATTRIBUTES:** | * 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 |  |