

## **Job Description**

**Post title:** School Administrator

**Responsible to:** Head Teacher

**Salary:** Band 5 (SCP 12-16)

**JOB PURPOSE:** To provide an administrative support service to the Head Teacher and the academy. The post holder is accountable for decision making, short term planning and dealing with unexpected problems within the academy office. The post holder may be responsible for some basic finance duties.

## **Main Responsibilities**

### **Operational Issues**

1. Provision of administrative, clerical and secretarial duties as required.
2. Carry out research, analysis and evaluation of data to assist in the preparation of reports for the Head Teacher or Trust Board Central Team.
3. Take minutes at various meetings as required.
4. Undertake salary administration and distribution under the management of the HR and Payroll Manager.
5. Make arrangements for school lettings.
6. Short term planning e.g. booking supply cover for absent teachers and keeping a record of work carried out.
7. Administer basic first aid and contacting parents in the event of an accident or incident involving their child. Record accidents in accident book.
8. Make appropriate decisions to problems/issues when they arise within the office.
9. Report concerns and obtain support for any issues raised.
10. Assist teaching and support staff with administrative queries

### **Communications**

11. Communicate effectively with other staff, Directors, Governors, visitors, contractors, pupils and their families/carers.
12. Undertake reception service to the Academy, acting as the first point of in dealing with routine phone calls, taking messages and greeting visitors.

### **Resource/People Management**

13. Monitor stock levels, order office materials, equipment and services, as required.
14. Assist as required in the induction of new employees.
15. Attend staff meetings and training days and management team meetings by agreement with the Head Teacher and CEO.
16. Participate in the Trusts performance management scheme.
17. Highlight additional training and supervision needs to build on your skills and knowledge.
18. Participate in training and other learning activities and performance development as required.

### **Safeguarding**

19. Know about data protection issues in the context of your role.
20. Maintain confidentiality as appropriate.
21. Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with, by knowing who to report your concerns to.
22. Have an awareness and basic knowledge where appropriate of the most recent legislation

### **Data Protection**

23. To comply with the Trust's policies and supporting documentation in relation to Data Protection, Information Security and Confidentiality.

### **Customer Service**

24. Elevate Multi Academy Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.
25. Elevate Multi Academy Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.
26. Understand your own role and its limits, and the importance of providing care or support.
27. Elevate Multi Academy Trust provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Academy Trusts Policies and Procedures.

## **Safeguarding, Equality & Diversity and Health & Safety**

28. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
29. To carry out your duties with full regard to the Trust's Equality Policy and Race Equality Scheme.
30. To comply with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
31. Any other duties of a similar nature related to the post which may be required from time to time.

**PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST POLICIES.**

*THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE TRUST.*

**PERSON SPECIFICATION – SCHOOL ADMINISTRATOR**

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
<b>Qualifications &amp; Education</b>	E1	Literacy and Numeracy Qualification e.g. Level 2 qualification or equivalent	AF,C	D1	CLAIT Plus, ECDL or Level 2 Word Processing	AF,C
				D2	Appropriate first aid training <i>(dependant on the school's needs – insert as appropriate)</i>	AF,C
<b>Experience &amp; Knowledge</b>	E3	Clerical or administrative experience	AF,R,I	D3	Cash handling experience	AF,I
	E4	Experience of using Microsoft Office software	AF,R,I	D4	Supervisory experience	AF,I,R
	E5	Knowledge of admin and office systems	AF,R,I			
	E6	Knowledge of Data Protection requirements and understanding of confidentiality	AF,R,I			
<b>Skills</b>	E8	Computer literate	AF,I	D5	Budget Management Skills	AF,R,I
	E9	Good written and verbal communication skills	AF,I			
	E10	Good numeracy and literacy skills	AF,I			
	E11	Judgemental skills	AF,I			

	E12	Problem solving skills	AF,I		
	E13	Analytical skills	AF,I		
<b>Personal Attributes</b>	E14	Attention to detail, neatness and accuracy	AF,R,I		
	E15	Organisational skills	AF,R,I		
	E16	Ability to work successfully in a team	AF,R,I		
	E17	Confidentiality	AF,R,I		
	E18	Ability to work to deadlines and prioritise own workload	AF,R,I		
<b>Special Requirements</b>	E19	To be committed to the Trust's policy and ethos	I		
	E20	To be committed to continual professional development	I		
	E21	Motivation to work with children and young people	I		
	E22	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	I,D		



<b>Key – Stage identified</b>	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
D	Disclosure and Barring Check

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references