



Faculty/Department	Administration Support
Job Title:	Senior Administrator
Grade:	5
Post Purpose:	To deliver comprehensive business support services to the school under the direction of the Office Manager and Principal
Accountable to:	Office Manager
Duties, Responsibilities and Key Tasks:	<ul style="list-style-type: none"> • To manage the daily administrative needs of the school and the front office. • To manage the daily operation of the school's front office and to ensure adequate coverage within the team. • To lead on the use of the school's facilities by external a companies (lettings) and manage the school's school hire page • To deal with financial aspects of external lettings – charges, invoicing, etc • Line Manage the Receptionist and administrators based in the front office • Deputise for the Office Manager as required • Provide administrative support to include photocopying, filing, emailing, reprographics work and word processing. • Completion of standard forms and respond to routine correspondence. • Undertake typing and word-processing and other IT based tasks using relevant equipment/ICT packages eg Word, Excel, databases, spreadsheets etc. • Maintain manual and computerised records/management information systems. • Provide administrative support for meetings and events. • Complete the planning and administrative work for school events and where required attend events in an administrative capacity. • Produce information/data as required by senior staff or external agencies eg standard/statutory returns. • Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors. • Complete all administrative, reporting and monitoring tasks relating to school processes. • Undertake basic first aid. • Any other reasonable duties requested by the Principal or Office Manager
Routine Tasks	<ul style="list-style-type: none"> • To promote actively the school's policies. • To continue personal development as agreed. • To comply with the school's Health and safety policy and undertake risk assessments as appropriate. • To have professional regard for the ethos, policies and practices of the school and Trust, and maintain high standards in your own attendance and punctuality
General	<ul style="list-style-type: none"> • To be aware of the Trust's duty of care in relation to staff, students and visitors and to always comply with the health and safety policy.

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- Some working flexibility will be required to meet the demands of this post.
 - To establish and maintain positive, constructive, and professional working relationships with staff, visitors, students, parents, and other professionals of the Trust.
 - To be aware of and comply with the codes of conduct, regulations and policies of the Trust and its commitment to Equality, Diversity and Inclusion. Act in a courteous way at all times in communications with both colleagues and all stakeholders.
 - To contribute to whole School and Trust events as and when required.
 - To develop self within the post, undertaking training/appraisal as appropriate to ensure that relevant knowledge and skills are updated to support the development of the school.
 - To carry out any other reasonable duties or requests of your Line Manager, Head of School, Executive Team or CEO that are in keeping with this post or as may be determined from time to time.
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This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility as which they will be required to work. In the interests of effective working, the major tasks may be reviewed on an annual basis to reflect changing business needs and circumstances. Such reviews, and any consequential changes, will be carried out in conjunction with the post holder. It does not form part of your contract of employment.

The 5 Dimensions Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All posts are defined as Regulated Activity and therefore this post is subject to an Enhanced DBS.



PERSON SPECIFICATION

ATTRIBUTE	Essential (E) or Desirable (D)	Assessment
Qualifications		
GCSE Maths & English A*-C (or equivalent)	E	A
Administrative qualifications or the equivalent experience	E	A
Post 16 qualifications	D	A
Knowledge and experience		
Office administration	E	A/I
Proficiency in standard IT packages, particularly in word processing and spreadsheets	E	A
Experience of working under pressure and within tight deadlines	E	A/I
Working in a school environment	D	A/I
Skills		
Education orientated	E	A/I
Ability to communicate with a variety of staff at different levels	E	A/I
Ability to be flexible to support the needs of the trust	E	I
Ability to work independently and to use initiative	E	A/I
Maintaining a high level of confidentiality	E	A/I
Highly organised, able to prioritise the work of the team	E	A/I
Good Interpersonal skills	E	A/I
Highly organised with good organisational skills.	E	I
Committed to professional standards	E	I
Ability to ask for advice and support where necessary.	E	I
Self-motivating with a positive outlook.	E	I
Ability to work to deadlines and under pressure.	E	I
Good telephone manner	E	I
Outstanding verbal and written communication skills	E	A/I
Excellent attendance and punctuality record.	E	I
Personal attributes		
Demonstrate and adhere to 5 Dimensions core values	E	I
Demonstrate and adhere to 5DT core values	E	J
Willingness to undertake further work related training	E	I
Qualified First Aider and Fire Warden	D	A/I
Commitment to quality and continuous improvement		
Adhere to GDPR guidelines and the Trust's internal procedures	E	I
Adhere to the Trust's Safeguarding and Prevent policy	E	I
Adhere to Health and Safety Policy	E	I
Commitment to own professional development	E	I/A
Commitment to keeping abreast of COSHH/health and safety legislation	E	I
Commitment to equality and diversity in the workplace	E	I

A = Application



I = Interview
T = Task/Activity
R = References

I confirm that I have received a copy of the above job description for this role.

..... Date

Signature