



Job Description

Administrator

Grade 6

This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006.

Open Thinking Partnership is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Job Purpose	<p>Working within the administration team to be a consistent and exceptional, positive role model to the whole OTP and School community.</p> <p>Working with some direction within prescribed OTP or school systems</p>
Culture & Values	<p>Ensure high quality administration in your area is in place to support the whole team in securing positive outcomes for children and young people</p>
Vision in Action	<p>Ensuring expertise in a defined area of administration is effective and supports the OTP or school's requests</p> <p>Ensure consistent, high quality information processing within an identified cycle of work</p> <p>To undertake CPD to ensure your own knowledge and expertise of systems used is up to date and implemented efficiently.</p>
Organisational Support	<p>Ensuring the quality and accuracy of the identified aspect of administration is always high.</p> <p>Ensure consistency of process and presentation within your area meets the directed expectations.</p> <p>Ensure compliance of work legislation as well as OTP and school policy and procedures within your area</p>
Teams	<p>Exemplary role model of practice, policy and procedures within your area of administration.</p> <p>Contribute to administration team development of whole school and OTP systems to help improve quality and efficiency</p> <p>Contribute to a positive admin team ethos.</p>
Community	<p>Ensuring effective partnerships with all stakeholders which maximise effective administration supporting positive outcomes for children and young people</p> <p>Ensuring an effective inclusive learning environment with equality of opportunity for all</p>
To whom the postholder reports to	<p>The postholder is responsible to:</p> <ul style="list-style-type: none"> ● The senior OTP team in all administrative system matters ● The Headteacher in all matters ● Their identified line manager or member of the wider leadership team
Generic duties and responsibilities	<p>Everyone is responsible for safeguarding children and young people to the highest standard.</p> <p>Everyone is responsible for ensuring they follow and comply with all OTP and school policy and procedures.</p>