

Job Description

Title:	Trust Admin Officer	Grade:	ST5
Department:	Business Management Services (Administration) – School Based	Reports to:	Trust Senior Admin Officer
MAIN PURPOSE			
<p>To support the smooth running of the whole school administration service and be the first point of contact for parents/carers and visitors to the school. Be responsible for undertaking administrative/organisational processes within the school.</p>			
RESPONSIBILITIES			
<ul style="list-style-type: none"> • Welcome parents/carers and visitors to the school as the first point of contact • Excellent customer service skills • Utilise manual and computerised record/information systems e.g ,Management Information System (Arbor) • Monitor and action correspondence in the Admin inbox • Coordination of the external established clubs/lettings timetable • Undertake administration of school office procedures (ie lunch numbers) • Sort & distribute mail and deliveries • Upload data to school website when required • Answer and address enquiries from parents/carers and other external parties • Oversee attendance administration and carry out daily first day absence calls • Support and assist the Trust Senior Administrator with daily tasks to enable the school to operate in an efficient manner • Monitor and manage stocks of stationery and office supplies where required • Undertake research and obtain information to inform processes and work alongside the Trust Senior Admin Officer for successful implementation • Comply with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. • Be aware of and support diversity and ensure equal opportunities for all. • Contribute to the overall ethos/work/aims of the school. • Establish constructive relationships and communicate with other agencies/professionals • Attend and participate in meetings. • Participate in training and other activities and performance development as required • Recognise own strengths and areas of expertise and use these to advise and support others. 			
<p>NB: This job description may be reviewed, if necessary, at any time and it may be amended after consultation with you.</p>			

SPECIAL CONDITIONS OF SERVICE

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Employees are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because the post allows substantial access to children, candidates are required to comply with departmental procedures in relation to police checks.

CONTACTS AND RELATIONSHIPS (customer focus, both internal and external)

Provide to customers/clients the specified standard and level of service that is expected, noting and passing on any shortfalls or potential improvements.

MANAGEMENT AND LEADERSHIP (finance, resources, performance management, staff supervision and service delivery)

Fully and positively participate in the Trust's performance management & appraisal/ performance related pay/performance development scheme in order to develop and enhance personal and service performance.

EQUALITIES

Implementation of the Trust's equal opportunities policies and its statutory responsibility with regard to other individuals and service delivery.