



David Ross Education Trust  
Broadening Horizons

## JOB DESCRIPTION

Job Title:

**ACADEMY ADMINISTRATOR**

Location:

**Barnes Wallis Academy**

### **Job Purpose:**

To complete general reception, clerical and administrative tasks for the academy under the direction or instruction of senior staff, as part of the regional support team.

### **Background:**

The David Ross Education Trust (DRET) is a network of academies with a geographical focus on Northamptonshire, Leicestershire, Lincolnshire, Yorkshire/Humberside and London.

Our aim is to be the country's leading academy chain, committed to delivering the highest educational standards alongside an unrivalled package of sporting and cultural enrichment.

### **Reporting To:**

Academy Operations Manager

### **Grade:**

NJC3

# KEY RESPONSIBILITIES AND ACCOUNTABILITIES

## MAIN DUTIES AND RESPONSIBILITIES

To ensure the reception, clerical and administrative activities within the academy are effectively and efficiently undertaken and to provide excellent service to the overall running of the academy.

Each academy is organised differently and any combination of the duties below will be in accordance with the specific requirements of the academy.

The duties listed below are not exhaustive and other similar duties commensurate with grade and responsibilities may be undertaken and are not excluded simply because they are not itemised.

- Using a professional approach at all times in response to and dealing with enquiries either by telephone or face-to-face, sign in visitors, answering the telephone, word processing, IT based tasks including data input. Managing email inboxes and MIS messages responding in line with academy policies.
- Undertake general financial administration such as raising purchase requests and processing orders.
- Produce lists, information and data as requested by senior staff or external agencies (e.g. standard/statutory returns).
- Maintain manual and computerised records and management information systems in line with GDPR.
- First point of contact for students, liaise with parents / carers /staff. Administer student medication.
- Open, sort and distribute incoming mail and post outgoing mail.
- Assist trip leaders with arrangements for academy visits and events.
- Maintain stocks and supplies of office stationery; and student equipment for loaning and selling as required.
- Support with the admission of students and students leaving throughout the academic year.

## KNOWLEDGE/SKILLS/EXPERTISE

- Proven experience as an educational office administrator or in another relevant administrative role.
- Knowledge of Data Protection, Safeguarding and confidentiality issues.
- A good knowledge of IT packages, MIS and high-level keyboard skills.
- Creative skills for developing administrative procedures and contributing to the planning of systems and processes.

## ACADEMY LEVEL

- ★ Educated to NVQ level 2 / GCSE Grade A-C or equivalent knowledge and experience

# PERSON SPECIFICATION

Your application will be reviewed against the essential and desirable criteria listed below.

Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Presentation
- 3 – Interview

	Essential	Desirable	Assessed
<b>Qualifications and Professional Development</b>			
★ Educated to NVQ level 2 / GCSE Grade A-C or equivalent knowledge and experience	x		1,3
★ Working at or towards national occupational standards (NOS) in business and administration level 2 and knowledge / skills equivalent to current qualifications level 2	x		1,3
<b>Experience</b>			
★ Proven experience as an office assistant or in another relevant administrative role.		x	1,3
★ Knowledge of procedures for a range of administrative activities including knowledge of various IT packages equivalent to national qualifications level 2 plus operational experience of administrative systems		x	1,2,3
★ Knowledge of Data Protection, Safeguarding and confidentiality issues		x	1,2,3
<b>Skills and Knowledge</b>			
★ Creative skills for developing administrative procedures and contributing to the planning of systems and processes	x		1,3
Keyboard and Typing skills	x		1,2,3
<b>Personal Qualities and Ethos</b>			
★ Good written and verbal communication skills. Provide information and guidance to colleagues and service users within defined guidelines	x		1,2,3
★ Establish and maintain effective and constructive relationships with pupils, parents and carers, communicating with them as appropriate to share information, and inform them of academy business through daily contacts and written communications	x		1,2,3
<b>Equal Opportunities</b>			
★ A commitment to promoting equality and diversity, providing an inclusive and co-operative environment in which all students and individuals working for and on behalf of the organisation feel respected and able to give of their best.	✓		

Safeguarding			
★ Committed to promoting the welfare of all children and creating a safe environment in which children can learn; considering, at all times, what is in the best interests of the child.	✓		
★ Play an important part in the wider safeguarding of children – identifying concerns, sharing information and taking prompt action to safeguard and protect them.	✓		
★ Aware that the Trust will take all steps to prevent those who pose a risk of harm from working with children. Recruitment procedures ensure rigour in identifying and rejecting people who might abuse children.	✓		
Health and Safety			
★ Aware of Health & Safety and Safeguarding as appropriate to role	✓		

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.*

*The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.*

*The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*This Job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.*

*The David Ross Education Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo vetting appropriate to the post, including a social media presence check and Enhanced DBS check. The successful applicant will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the Trust.*

***All pre-employment checks are in line with "Keeping Children Safe in Education" statutory guidance.***