



SUPPORT STAFF: JOB DESCRIPTION & PERSON SPECIFICATION

Position Title	Administrator
Reporting to	Principal
Hours	32.5 hours per week/39 weeks per year
Grade/Point	C 5

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

Job Purpose:

- Providing administrative and organisational support to the school that will involve dealing with sensitive and confidential information regarding staff and pupils. It is essential to maintain the highest level of confidentiality in relation to all school matters.
- To ensure the smooth day to day operation of the administrative service to the school. Maintaining and devising efficient and effective processes and procedures including overseeing and monitoring the use of school systems.
- Coordinating, preparing, and issuing communication with parents and staff within the school as required.
- Supporting the Principal with compliance processes such as the Single Central Record and Health and Safety.

Main Duties and Responsibilities:

This role is primarily to support the principal in the day-to-day effective running of the school, ensuring the systems, practices, and events are coordinated efficiently and expediently. Escalating queries appropriately and in a timely way so as to give assurance and confidence to the enquirer. This role will work closely with school staff to provide efficient support across the school to ensure uninterrupted learning and education to create a great pupil experience

Maintaining school records so as to ensure compliance with statutory and organisational policies and regulations including safeguarding. Coordinating the completion of the Single Central Record and ensuring routine checks are undertaken in conjunction with the Principal and/or Designated Safeguarding Lead.

The role holder will be adaptable and resilient, ready to undertake a diverse range of tasks including the following:

- To ensure the smooth day to day operation of the admin service to the school, maintaining and devising efficient and effective administrative processes and procedures.
- To maintain standards, appropriate to admin service requirements of the school via management of the administration team.
- Meet and greet all visitors to the school.
- Answer and direct all incoming phone calls.
- Process and distribute incoming post
- Monitor admin email inbox, complete tasks and direct any correspondence as necessary.
- Ensure robust safeguarding practices are used when permitting access to the school and children
- Organising venues, resources, refreshments etc for meetings, interviews and briefings etc.

- Carry out general administration duties including secretarial, clerical and financial support using the MAT/schools systems e.g. Sims, PS people.
- To ensure Health and Safety requirements are met.
- May provide routine local advice and guidance on ICT issues.
- To process orders, invoices and payments.
- To provide advice and guidance within established frameworks.
- Regularly redefine staff priorities in order to achieve deadlines required by those outside of the team.
- Assist in the upkeep of records using MAT/school systems e.g. parent lite /school gateway.
- Maintain a clean, tidy and orderly admin office.

Data Protection / General Data Protection Regulations Compliance

The Privacy Notice sets our general principles in relation to Data Protection and the General Data Protection Regulations. You should also abide all Trust policies relating to the use of data including but not limited to:

- Acceptable Use Policy
- Records Retention Policy
- Personal Data Breach Procedure
- Employee Code of Conduct
- E-safety Policy
- Social Media Policy
- Use of Personal Devices Policy

Our Privacy Notice for Employees explains how we use your personal data.

You should note that a duty of confidentiality applies to all personal data seen prior to the first day of employment.



Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Professional Qualifications and Learning	<ul style="list-style-type: none"> 5 GCSEs at grade C/4 and above, or equivalent; Including English & Maths 	<ul style="list-style-type: none"> First aid qualification Business administration qualifications
Experience	<ul style="list-style-type: none"> Good understanding of IT systems including Email, Spreadsheets and Word Processing Previous administration experience Previous experience in a customer facing role Good Understanding of safeguarding Experience of working with or being around children 	<ul style="list-style-type: none"> Knowledge of working databases Office based experience Experience of working in school setting Working with Microsoft Office applications. Knowledge of relevant codes of practice and school policies
Skills	<ul style="list-style-type: none"> Ability to communicate effectively, verbally and in writing Excellent grammatical, spelling and punctuation skills. Ability to manage time effectively Ability to work on own initiative and to meet deadlines Ability to work effectively as part of a team and work collaboratively Strong organisational and planning skills 	<ul style="list-style-type: none"> Ability to solve problems and find creative solutions
Personal Qualities	<ul style="list-style-type: none"> Calm under pressure with a flexible and adaptive and highly professional approach to their work Reliable and trustworthy Embodies the Trust's vision and values "Can do" attitude Friendly persona Awareness to and commitment to equality Displays understanding & commitment to the protection and safeguarding of children and young people 	<ul style="list-style-type: none"> Committed to personal and professional development A belief in the ability of children and young people to achieve and overcome obstacles to their learning Up to date knowledge and understanding of relevant legislation and guidance in relation to the protection and safeguarding of children and young people

Dartmoor Multi Academy Trust is an equal opportunity employer.

All schools in The Dartmoor Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

You will have undertaken an Enhanced Disclosure via the Disclosure Barring Service (DBS).

Signed.....

Dated.....