

The Special Partnership Trust

A community which aspires together

Delivered by:

An ambitious, inspirational partnership of outstanding learning.

Achieved by:

An integrated Trust with strong leadership at all levels in delivering outstanding educational outcomes, empowering pupils, parents, and staff to strengthen our community even further.

JOB DESCRIPTION

Job Title:	Administrator
Salary:	£25,923 FTE (£23,755 pro rata)
Base:	Brunel School

Hours
This role is term-time plus ten days (41 weeks in total). You will be expected to work 37 hours per week Monday to Friday between the hours of 8am to 4pm , with 30 minutes for lunch and leaving 30 minutes early on Fridays.

Main Purpose of Job:
To act as the first point of contact for the school in person and by telephone, welcoming visitors in a professional and hospitable manner. Providing key administrative and operational support to meet the needs of the school. Reporting to the Operations Manager.

Main Duties and Responsibilities:

- Efficiently handle enquiries and coordinate visitors and meetings, providing exceptional customer service and reception administration.
- Handle communications with parents and carers efficiently, including monitoring the school email account and signposting where required.
- Health and Safety administration, including logging and reporting incidents, support with COSHH assessments, supporting risk assessments and maintaining the school vehicle.
- Lead the recording of attendance in line with the school's Safeguarding and Attendance Policy.
- Maintain the school's Management Information System, including updating pupil records and Social Care Status, etc.
- Maintain and record changes to the school's equipment inventory, including keys, radios and IT equipment.
- Be the first point of contact for IT-related concerns raised by staff and coordinate and track support tickets for our IT support team as needed.
- Support with data analysis and statutory data returns as requested.
- Maintain the school's calendar for events and coordinate rooms for meetings.
- To maintain a key role in the school's fire evacuation and emergency communication procedures.
- To support the Operations Manager to maintain the school website and social media communications, creating engaging content for all stakeholders.
- To support GDPR compliance, including assisting with archiving procedures.
- To support Safeguarding compliance, including but not limited to, signing-in and identification of visitors, ensuring Letters of Assurance are obtained from third parties, and staff driving licences are checked annually.
- To support HR teams to induct new staff members.
- Support Teaching teams with administrative tasks, such as printing and resourcing, as requested.
- Liaise with Home to School transport services as needed.
- To have a commitment to safeguarding and record any safeguarding concerns promptly in line with the school's Safeguarding policies and procedures.
- To carry out other duties as directed by the Operations Manager and Headteacher as requested.

General – applicable to all Trust roles

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the Trust's pupils at all times.
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance
- To adhere to Trust values and behaviours
- To be aware of and adhere to all Trust policies and procedures
- To be responsible for your own continuing self-development and attend meetings as appropriate
- To undertake their duties appropriate to the post as required.

Person Specification:			
	Essential	Desirable	Recruiting method
Education and Training	Attainment of 5 GCSE's A-C (or equivalent) including English and Maths.	Attainment of NVQ Level 2 qualification in receptionist/clerical related field	Application
Skills and Experience	Experience of reception, administration and clerical work Experience of telephone network systems Communication skills Organisational skills Able to multitask and work effectively with frequent interruptions Able to work on own initiative and as part of a team	Experience of reception and clerical work in a school or similar environment	Application/ Interview
Specialist Knowledge and Skills	Strong IT knowledge and skills. Knowledge and practical application of Microsoft packages Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people Demonstrates an awareness, understanding and	Typing skills Knowledge of school systems such as Arbor and CPOMS.	Application/ Interview

	commitment to equal opportunities		
Behaviours and Values	Professional conduct Our school values are: Love, Integrity, Availability, Safeguarding, Compassion, Aspiration and Inclusion.		Interview

Special Conditions related to the post

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

- Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
- Receipt of two satisfactory employer references one of which must be from your current or most recent employer
- Satisfactory verification of relevant qualifications
- Satisfactory health check

All employees will be required to undertake mandatory training required by the Trust.

Trust Benefits

Our Trust is committed to providing employee benefits that motivate and reward our employees.

Our benefits include:

- A competitive salary
- Attractive terms and conditions including holidays
- Eligibility to join the local government pension scheme/Teachers pension scheme
- Family friendly policies
- Local and national discount schemes and initiatives
- Continued professional development support
- Flexibility to work across the Special Partnership Trust, the largest SEN provider in the county
- Support for staff wellbeing