

Wellspring Academy Trust
Job Description HR3

Post Title: Administrator

Department: School Office

Reporting to: Principal/ Executive Principal

Salary: Grade 4 £22202.37 - £23664.65 Annually (Actual Pro Rata)

Scale Point: 7- 11, FTE £25,584 - £27,269

37 hours per week, Monday - Thursday 8am- 4pm and Friday 8am- 3.30pm

Term Time Only plus 5 insets

Permanent

Purpose of the post

- Under the guidance of senior staff, be responsible for pupil attendance records, liaise with other professionals, provide routine clerical/ administrative functions, provide financial support and assist with the planning and development of support services.

Responsibilities

- Deal with complex reception/visitor etc. matters.
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Contribute to the planning, development and organisation of support service systems/procedures/policies.
- Assisting with arrangements for visits eg school trips, events etc.
- Supervise, train and develop staff as appropriate.
- Provide general clerical/administrative support e.g. photocopying, filing, faxing, emailing, complete routine standard forms, respond to routine correspondence.
- Manage manual and computerised records/management information systems
- Produce lists/information/data as required e.g. pupils data
- Undertake typing, word-processing and other IT based tasks.
- Take notes at meetings
- Sort and distribute mail
- Undertake administration of complex procedures e.g. attendance, school meal numbers, school census
- Maintain and collate pupil reports e.g. attendance reports, punctuality reports.
- Undertake routine administration of school lettings and other uses of school premises.
- Liaise with other professionals/parents/carers regarding pupil attendance and punctuality
- Analyse and evaluate data/information and produce reports/information/data as required.
- Provide personal, administrative and organisational support to other staff.
- Complete and submit complex forms, returns etc., including those to outside agencies e.g. DfES.
- Operate relevant equipment/complex ICT packages (e.g. Word, Excel, Databases, Spreadsheets, Internet)
- Maintain stock and supplies, cataloguing and distributing as required
- Support the ordering of food items, perishable resources etc. on a regular basis
- Provide general advice and guidance to staff, pupils and others
- Support general financial administration e.g. processing orders, checking orders on delivery
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
- Manage uniform/snack/other 'shops' within the school.
- Undertake research and obtain information to inform decisions.
- Assist with procurement and sponsorship.
- Assist with marketing and promotion of the school.
- Manage administration of facilities including use of school premises.

- Undertake complex financial administration procedures.
- Assist with the planning, monitoring and evaluation of budget.
- Manage expenditure within an agreed budget.
- Comply with and assist with the development of policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference 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 relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Be the 'Professional Role Model' at the School Reception Office setting a high standard of interaction and welcome with all members of the school community and visitors to the school.
- To undertake any other duties, commensurate within the grade, at the discretion of the Headteacher
- Be familiar and comply with all relevant Health and Safety, Operational, Personnel, Child Protection, Data Protection & Financial Regulations, Policies and Procedures

Standard Duties in all Trust Job Description

- Show a commitment to diversity, equal opportunities and anti-discriminatory practices ● Show a commitment to ensuring that children and young people learn in a safe environment ● Participate in relevant and appropriate training and development as required.

Method of Working

Wellspring Academy Trust expects all staff to work effectively and cooperatively as part of a team, delivering high quality support. This requires dealing with people politely and tactfully, and in accordance with Trust guidelines, policies and procedures. Wellspring team members are expected to respect confidentiality and safeguarding practices at all times.

Public Relations

Considerable importance is attached to the public relations aspect of our work. Members of the team must project a positive image of the Trust at all times and through all activity.

DBS Certificate

Wellspring Academy Trust takes its duty to safeguard the young people with which it works seriously. All Wellspring team members are required to undertake a Disclosure and Barring Service (DBS) check.

Wellspring Academy Trust

Person Specification

Criteria	Essential / Desirable	How Identified
Education and Training		
NVQ 2 or equivalent qualification or experience in relevant discipline.	E	A
Experience		
Office Administration and organisation	E	A
Good numeracy/literacy skills	E	A
General and Specialist Knowledge		
Appropriate knowledge of first aid.	E	A
Effective use of ICT packages	E	A/I/T
Good understanding and ability to use relevant technology e.g. photocopier.	E	A/I/T
Good keyboard/computer skills.	E	A/I/T
Knowledge of relevant policies/codes of practice & awareness of relevant legislation	E	A/I
Skills and Abilities		

Ability to relate well to children and adults	E	I/T
Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.	E	I
This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	E	I
Operate with the highest standards of personal/professional conduct and integrity	E	I/T
Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust.	E	
Willing to undertake training and continuous professional development in connection with the post.	E	A/I
Work in accordance with the Trust's values and behaviours.	E	A/I
Able to undertake any travel in connection with the post.	E	A/I
Able to demonstrate sound understanding of equality/diversity in the workplace and services provided especially in the access to delivery of the education of pupils and of own non-discriminatory practice and attitude	E	A/I
Satisfactory DBS disclosure to work in an environment dealing with young people	E	A/I
Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults	E	A/I
A commitment to safeguarding and promoting welfare for all.	E	A/I

General:

The post holder will be expected to undertake any other duties, commensurate within the grade, at the discretion of the Executive Principal and develop and promote high standards of professional conduct throughout the Partnership. You will be expected to carry out your duties in line with Wellspring policies, procedures and relevant legislation. You will be made aware of these in your appointment letter, statement of particulars, induction, ongoing performance management development through school communication.

You will be required to work at any premises which the Trust currently has or subsequently acquires or at which it may, from time to time, provide service

You will be expected to attend and participate in a wide variety of meetings as well as training and development act support Trust, and your own professional development.

As part of your wider duties and responsibilities you will be required to promote and actively support the sc responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have The post holder must be willing to undertake an enhanced Disclosure and Barring Service check. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process