

**ROLE PROFILE**

**#RKLTPeople**

Nurturing Ambition, Inspiring Excellence



Red Kite Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS disclosure. We are an equal opportunities employer which welcomes applications from all sectors of the community. We are committed to promoting diversity and want a workforce which reflects the local population of each of our schools.



[www.rklt.co.uk/careers](http://www.rklt.co.uk/careers)



\*Red Kite Learning Trust is committed to supporting work–life balance and recognise the benefits of flexible working. We welcome requests for flexible working arrangements as part of the recruitment process. While flexibility may be possible for many roles, each request will be considered on an individual basis.

<b>Job Title:</b>	School Administrator	<b>School:</b>	Saltergate Schools
<b>Salary Grade:</b>	Band 5 SCP 4-6	<b>Working Hours:</b>	Part time 32.5 hours week Monday - Friday
<b>Contract Type:</b>	Permanent, Term time + Training Days	<b>Location:</b>	Harrogate

**Responsible to: School Business Manager**

**Role summary:** The school administrator will act as a welcoming professional and approachable representative of the school creating a memorable first impression and consistently promoting the school's values in all interactions. They will provide effective administrative support for attendance and wider school processes supporting the work of the Business Manager Senior Leadership Team and teaching staff. The role includes monitoring and reporting attendance data liaising with parents and carers and contributing to whole school administration to ensure compliance with statutory requirements. The school administrator will ensure that day to day office operations meet the needs of staff pupils and visitors to the highest standards.

**Special conditions of service:**

No smoking policy, including e-cigarettes/vaping.

**Role specific responsibilities:**

- Provide efficient administrative and clerical support to ensure the smooth day to day running of the school.
- Maintain accurate pupil records including attendance punctuality and absence using the school management system.
- Monitor attendance data produce reports and highlight concerns to relevant staff and senior leaders.
- Communicate effectively with parents, carers, staff, pupils and external agencies acting as a key point of contact.
- Support school policies and procedures including attendance safeguarding confidentiality and data protection.
- Administer student related processes such as absence reporting, holiday requests, late arrivals and penalty notices.
- Handle confidential and sensitive information appropriately and professionally.
- Support inclusion and pastoral processes through accurate record keeping and information sharing.
- Maintain administrative systems including signing in procedures communication logs and correspondence.
- Manage and update the school website ensuring statutory compliance and up to date information.



- Assist in improving administrative systems processes and workflows.
- Participate in training team meetings and performance management activities.
- Demonstrate a strong commitment to safeguarding and promoting the welfare of children and young people.
- Provide general administrative and first aid support as required.
- Participate in relevant training and development activities.
- Carry out general administrative duties including reception cover visitor management correspondence filing diary support and office organisation.

**All colleagues**, regardless of career stage, will make a positive contribution to the wider life and community of our school, for example through sport, music, hobbies etc.

**RK People responsibilities:**

- Contribute to the overall [aims and values](#) of our Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all Trust policies and procedures including child protection, health, safety, welfare, security, confidentiality and data protection etc., reporting any concerns to the appropriate person
- Contribute to ensuring safeguarding procedures are in place and used effectively at all times.

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in the role profile but which is in line with the general scope, grade and responsibilities of the role.

**Our Trust Mission**  
Nurturing ambition, delivering excellence and enriching children's lives.

**Our Trust Values**

- Collaboration**  
We pull together to deliver the best outcomes for every child in every school, working with professional generosity and openness for the common good. We share joy in our achievements - personal and collective.
- Integrity**  
We put ethical leadership and excellent governance at the heart of our Trust, serving our schools and communities with fairness, honesty and transparency and a hunger for social justice.
- Respect**  
We champion equity, equality and diversity. We treat our children, families, staff and partners with respect and kindness - modelling our values and wanting the very best for each other.

**Our Trust Goals**

- We champion learning**  
Learning together creatively with a rich and broad curriculum, where great teaching and confident reading are fundamental to enriching children's lives.
- We promote wellbeing**  
Ensuring the wellbeing of every child and member of staff in our Trust.
- We invest in our people**  
Supporting every member of staff throughout their career to be the best that they can be.
- We innovate with technology**  
Enabling all learners to harness technology, ensuring all have access at home, and innovating with technology for learning.
- We are our Trust**  
Growing together collaboratively we will strengthen our Trust for the benefit of our children, our staff, our communities and our environment.

**PEOPLE PROFILE**

Aptitudes and Characteristics	Essential	Desirable
Strong interpersonal skills with a welcoming, professional manner	*	
Ability to work flexibly and collaboratively as part of a team as well as on own	*	

Able to use own initiative and motivate others	*	
Ability to communicate to a variety of stakeholders	*	
Willingness to proactively take part in training. Take responsibility for and be keen to improve upon own professional development	*	
Ability to work calmly under pressure to high levels of accuracy	*	
Ability to demonstrate a commitment to equality of opportunity for all pupils	*	
Ability to contribute to wider school life	*	
To demonstrate high levels of confidentiality	*	
Ability to manage workload effectively to meet deadlines	*	
Excellent written and oral communication and organisation	*	
Willingness to be flexible and work to meet the best interests of the Academy	*	
<b>Qualifications, Knowledge and Experience</b>	<b>Essential</b>	<b>Desirable</b>
GCSEs English and Maths (Level C) or equivalent	*	
Have knowledge of basic first aid		*
Willingness to undertake first aid training	*	
Awareness of key legislation and regulations, including health and safety requirements, data protection and confidentiality.		*
Competent ability in ICT	*	
Experience of dealing with queries from a wide range of people	*	
Experience of providing customer facing or administrative role	*	
Experience working in an office environment	*	
<b>Safeguarding and Promoting the Welfare of Pupils</b>	<b>Essential</b>	<b>Desirable</b>
An appropriate motivation to work with children and young people	*	
Ability to maintain appropriate relationships and personal boundaries with children and young people	*	
Emotional resilience in working with challenging behaviours and appropriate attitudes to the use of authority and maintaining discipline	*	

