



St Gabriel
the Archangel

Catholic Multi-Academy Trust

School Administrator

Job Description

*Forming Christ-centred pilgrims of hope, with kind hearts,
questioning minds, a thirst for knowledge and a hunger for justice.*

St Gabriel the Archangel Catholic Multi-Academy Trust

Introduction

We are currently recruiting for a professional Administrator to join our highly successful school. As an Administrator you will provide a confidential administrative support service to the School under the direction of the Academy Operations Manager. This will include filing, photocopying, reception management, archiving and minute taking. You will maintain student records on the relevant management systems; arrange student reviews with local authorities, parents and carers. You will also provide a positive front of house experience for all visitors to the academy

This will require an element of flexibility and good self-organisation skills.

Key Responsibilities

- To provide comprehensive administrative support as required including diary management, written and verbal communication with parents, external agencies, external support staff.
- Maintenance of documentation required to comply with best practices.
- To maintain accurate and confidential files for the staff and children and young people within the academy, in line with procedures.
- To ensure the office function provides an effective administrative service to fulfil the academy and regulatory requirements.
- To arrange children's reviews in liaison with local authorities, parents and carers.
- To ensure that all communications and correspondence are dealt with in an efficient and effective manner.
- To provide an outstanding reception area for visitors to the school.
- Providing the highest quality customer service to stakeholders both in person and on the telephone.
- To oversee the receiving and recording of incoming and outgoing mail and deliveries and goods in/out. Ensuring timely and accurate distribution and information sharing.
- To construct, support and update databases using MS Word, MS Excel, MS PowerPoint and the Management Information System as required.
- To provide administrative support, as directed by the Academy Operations Manager, to the Principal, and other members of Senior Leadership Team.
- To provide administrative support for children's reviews, internal schools, investigation, disciplinary and grievance meetings, ensuring that relevant procedures are followed.
- To participate in team meetings.
- To travel as necessary providing administrative support to relevant meetings and record the proceedings.
- To be available for and make productive use of professional supervision and annual appraisals.

- Ensure the office is well organised and paperwork and data filed appropriately, with clear processes and procedures in place that can be followed in the event of absence
- Advise and support parents of grants, school meals, school journey, income support, admissions applications
- Assist with the collection, collation and distribution of all statistical and statutory returns
- Word-processing confidential letters reports and documents including policies, school development plan, prospectus and liturgical events
- Administration of visits and school journeys – transport/ letters/ bookings/ money collection
- Checking stock

- **Attendance**

- To monitor the school attendance on a daily basis, checking absences and making referrals to the relevant authority.
Sending letters for key attendance points.

- **Finance**

- Managing the online payments system including clubs, trips and catering
- Reconciling and posting income received through the payments system
- Chasing outstanding payments
- Maintaining the fixed asset register for the academy
- Working within the financial procedures set by the MAC

Health and Safety

- Using EVERY system to register and monitor accidents
- Taking care of sick children and undertaking first aid
Ensuring compliance with the Health and Safety Policy in own role

General Requirements

All Academy staff are expected to:

- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post, subject to the proviso that any significant, substantial and permanent changes shall be incorporated into the job description in specific terms.
- Support the work of the wider MAC
- Administer First Aid as required and support with the administration of prescribed medication where required and in accordance with MAC policy and guidelines.
- Undertake training and professional development as appropriate and take an active part in identifying needs and sourcing training.
- Commensurate with the level of the post holder undertake such other tasks that may be required to further the efficiency of the MAC.
- Ensure that all duties are performed in accordance within policies and guidelines.
- To work within and encourage the MAC Equal Opportunities Policies.
- Work towards and support the Academy/school vision and objectives.
- Support and contribute to the safeguarding of students.

- Work within the Academy health and safety policy to ensure a safe working environment for all.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Be fully supportive of the Catholic ethos.

Safeguarding Commitment

St Gabriel the Archangel Catholic Multi-Academy Trust is fully committed to safeguarding and promoting the welfare of children and young people. The Trust expects all staff and volunteers to share this commitment and comply with safer recruitment procedures, including an enhanced DBS check and Children's Barring List check.

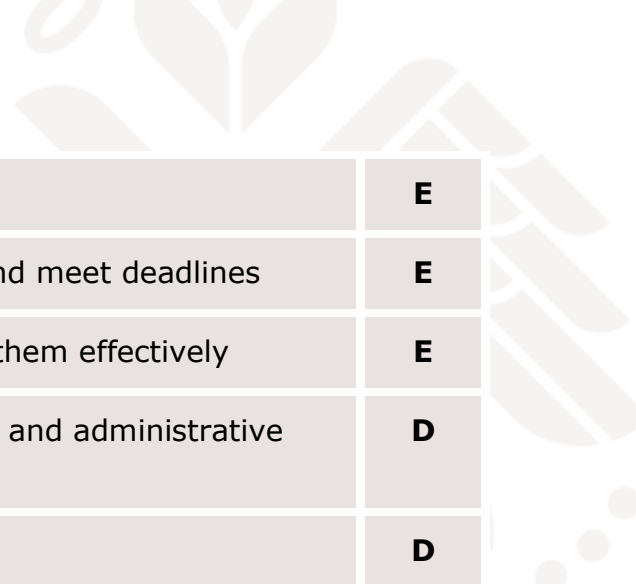
Person Specification

E = essential

D = desirable

Qualifications	
Excellent numeracy/literacy skills	E
GCSE Maths and English Grade A-C or equivalent	E
Typing or Word Processing qualifications eg. RSA II	D
NVQ Level 2 in Business Administration or equivalent	D
Experience	
Good standard of education	E
A relevant administrative qualification	E
Demonstrative written and verbal communication skills	E
Knowledge of Outlook, MS Excel, MS Word and general MS databases	E
Ability to give clear written and verbal communications in a variety of methods	E
Excellent organisational skills and ability to set priorities	E
Ability to work in a very busy environment	E
Previous experience in an education Environment	D
Knowledge of Ofsted standards	D
Knowledge of processes with Academies	D
Experience of contributing to whole school professional development	D
Personal and Professional Qualities	
Strict confidentiality of information	E

Commitment to personal professional development	E
Commitment to equality of opportunity	E
Strict adherence to the security requirements re: Child Protection and Data protection Regulations	E
Set high professional standards	E
Excellent verbal and written skills	E
Shows initiative and ability to prioritise one's own work and that of others to meet deadlines	E
Able to work flexibly and adopt a hands-on approach	E
Supportive of our Christian ethos	D
Committed to own professional development opportunities	D
Skills	
Knowledge of Microsoft Office including Word and Excel	E
Database knowledge	E
Knowledge of preparing reports, minutes, general correspondence	E
Excellent communication skills	E
Able to act with confidentiality, tact and discretion	E
Excellent interpersonal skills demonstrating the ability to relate well to pupils, parents and staff	E
Demonstrates a courteous and friendly approach	E
Work as part of a team	E
Proven organisational skills with a high level of accuracy	E
Ability to be flexible and to adapt to changing and challenging circumstances	E
Operate calmly and effectively	E



Show initiative and be self-motivating	E
Ability to manage a variety of competing priorities and meet deadlines	E
Ability to formulate ideas and solutions and present them effectively	E
Knowledge of school finance, MIS (Arbor), personnel and administrative systems	D
Knowledge of the education service	D