

# 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

<b>Job Title:</b>	Administrator
<b>Salary:</b>	To be confirmed
<b>Base:</b>	Brunel School

<b>Hours</b>
This role is term-time plus one week ( <b>40 weeks in total</b> ). You will be expected to work <b>37 hours</b> per week Monday to Friday between the hours of <b>8am to 4pm</b> , with 30 minutes for lunch and leaving 30 minutes early on Fridays.

<b>Main Purpose of Job:</b>
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.
- Assist the School's Examinations Officer with all areas of exams, including Unit Award claims.
- Health and Safety administration, including logging and reporting incidents, supporting risk assessments and maintaining the school vehicle.
- Lead the recording of attendance in line with the school's Safeguarding and Attendance Policy.
- Handle communications with parents and carers efficiently, including monitoring the school email account and signposting where required.
- 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 raise tickets for our IT support team as needed.
- Support with data analysis, such as SEGP.
- 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.
- 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 and onboard new staff members.
- 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
<b>Education and Training</b>	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

<b>Skills and Experience</b>	<p>Experience of reception, administration and clerical work</p> <p>Experience of telephone network systems</p> <p>Communication skills</p> <p>Organisational skills</p> <p>Able to multitask and work effectively with frequent interruptions</p> <p>Able to work on own initiative and as part of a team</p>	<p>Experience of reception and clerical work in a school or similar environment</p>	<p>Application/ Interview</p>
<b>Specialist Knowledge and Skills</b>	<p>Knowledge and practical application of Microsoft packages</p> <p>Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people</p> <p>Demonstrates an awareness, understanding and</p>	<p>Typing skills</p> <p>Knowledge of school systems such as Arbor and CPOMS.</p>	<p>Application/ Interview</p>

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

## 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