



David Ross Education Trust
Broadening Horizons

JOB DESCRIPTION

Job Title:

Senior Administrator

Location:

CHARNWOOD COLLEGE

Job Purpose:

This is an important role to support both the Central School Operations Team and Academy Operations Manager in one or more locations. The role holder will be responsible for leading non-educational functions of the Academy including Administration, Finance and Compliance, in accordance with Trust policy and procedures.

Background:

The David Ross Education Trust (DRET) is a network of academies with a geographical focus on Northamptonshire, Leicestershire, Lincolnshire, Yorkshire/Humberside and London.

Our aim is to be the country's leading academy chain, committed to delivering the highest educational standards alongside an unrivalled package of sporting and cultural enrichment.

Reporting To:

Academy Operations Manager

KEY RESPONSIBILITIES

MAIN DUTIES

This Job Description is not a comprehensive definition of the post. Regular discussions will take place to clarify individual responsibilities within the general framework and character of the post, as identified below.

- ★ To provide administrative support to the Academy team, dealing with confidential and sensitive issues in a timely, professional and competent manner.
- ★ To line manage the Academy Administrator team.
- ★ To undertake a range of financial procedures, including placing orders, banking cash, issuing receipts, reconciling petty cash and dealing with supplier queries.
- ★ To undertake the monitoring and completion of monthly financial administrative tasks in line with agreed procedures.
- ★ To ensure the daily compliance monitoring and ongoing maintenance of the Academy SCR documents (Single Central Record) in line with the agreed process for vetting and safeguarding of all staff and visitors on site.
- ★ To be responsible for the completion and submission of forms, returns etc., including those to external agencies.
- ★ To undertake HR administration, such as processing DBS checks.
- ★ To support the Principal and support the wider staff team as appropriate.
- ★ To support the Principal and SLT with coordinating events including, but not limited to, Opening Evenings, Parents Evenings and Music Concerts.
- ★ To respond to reports of accidents and injuries and escalate legal claims where appropriate.
- ★ To provide a 'keyboard resource' including: typing letters, building and maintaining records and preparing files to support the staff team to meet internal and external deadlines as required.
- ★ To undertake general administration duties including photocopying, scanning and filing and front of house reception presence.
- ★ To support with the coordination of often confidential meetings as agreed with the Academy Operations Manager.
- ★ To communicate with Parents and Carers verbally and via written letters, e-mails and 'Bromcom' messages.
- ★ To liaise with the Principal, Academy Operations Manager, SLT, Staff, and Head Office teams to communicate and bring matters to resolution.
- ★ To work with the Academy Operations Manager to implement an organised and logical filing system for reports, internal communications, minutes of meetings and Parental letters.
- ★ To proactively prioritise correspondence and disseminate information to the relevant parties as appropriate.
- ★ To process internal and external post.
- ★ To undertake any other duties commensurate with this role as required, in particular supporting all levels of leadership with operational work.
- ★ The occasional flexibility to travel across the UK.
- ★ To safeguard the integrity of all Trust data by ensuring the accurate input and audit, as required, of information being inputted to DRET systems.

OTHER

- ★ Operate at all times within the stated policies and practices of the school.
- ★ To undertake any other duties commensurate with this role as required, in particular supporting all levels of leadership with administration work.
- ★ To safeguard the integrity of all Trust data by ensuring the accurate input and audit, as required, of information being inputted to DRET systems.
- ★ To work alongside the broader Administration Team to ensure operational cover is maintained.
- ★ Establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- ★ Contribute to the ethos of the school through effective participation in meetings and management systems necessary to coordinate the management of the school.
- ★ To make an active contribution to the policies, aspirations and plans of your Department and the Academy.

PERSON SPECIFICATION

Your application will be reviewed against the essential and desirable criteria listed below.

Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application.

	Essential	Desirable
Qualifications and Professional Development		
Educated to GCSE level/NVQ level 2, or equivalent, including English and Mathematics	✓	
To be a skilled user of Microsoft office, with the ability to produce, create and edit documents using Word, Excel, Powerpoint and Outlook	✓	
Knowledge, Skills and Experience		
★ Able to maintain the strictest confidentiality and integrity at all times.	✓	
★ Sensitivity when collaborating work with colleagues at all levels.	✓	
★ Highly organised and efficient and able to work to tight deadlines, often under pressure.	✓	
★ Excellent written and verbal communication skills with the ability to relate well to a wider range of stakeholders.	✓	
★ Able work under your own initiative and deal with demands of large and diverse Parent/Carer population.	✓	
★ Ability to work as part of a diverse team.	✓	
★ Able to promote the safeguarding and welfare of children and young people within the Academy.	✓	
★ Willingness to ensure that equal opportunities are promoted and developed within the Academy.	✓	
★ Able to promote inclusion at all levels.	✓	
★ Able to organise and motivate staff at all levels.	✓	
★ Experience of working independently with little supervision.	✓	
Equal Opportunities		
★ A commitment to promoting equality and diversity, providing an inclusive and co-operative environment in which all students and individuals working for and on behalf of the organisation feel respected and able to give of their best.	✓	

Safeguarding		
★ Committed to promoting the welfare of all children and creating a safe environment in which children can learn; considering, at all times, what is in the best interests of the child.	✓	
★ Play an important part in the wider safeguarding of children - identifying concerns, sharing information and taking prompt action to safeguard and protect them.	✓	
★ Aware that the Trust will take all steps to prevent those who pose a risk of harm from working with children. Recruitment procedures ensure rigour in identifying and rejecting people who might abuse children.	✓	
Health and Safety		
★ Aware of Health & Safety and Safeguarding as appropriate to role	✓	

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This Job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

The David Ross Education Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo vetting appropriate to the post, including a social media presence check and Enhanced DBS check. The successful applicant will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the Trust.

All pre-employment checks are in line with "Keeping Children Safe in Education" statutory guidance.