



Job Description

Senior Administrator

Reporting to:	Head of Academy/Headteacher/Executive Headteacher/Office Manager
Liaising with:	Office Team, SLT, Parents, Suppliers, and Trust Central Team
Grade/Salary:	Grade 5 ScP 9-17
Hours of work:	37
Location:	St James Academy, Great Charles Street, WS8 6AE

Core Purpose:

- Under the guidance of the senior leadership team be responsible for undertaking administrative, financial and organisational processes within the school. Assist with the planning and development of support service.

Specific areas of responsibility and key tasks:

Organisation:

- Under the guidance of the senior leadership team be responsible for undertaking administrative, financial and organisational processes within the school. Assist with the planning and development of support service.
- Contribute to the planning, development and organisation of support service systems/procedures/policies
- Organise school trips/events, etc.

Administration:

- Manage manual and computerised record/information systems
- Analyse and evaluate data/information and produce reports/information/data as required
- Undertake typing and word-processing and complex IT based tasks
- Provide personal, administrative and organisational support to other staff
- Provide administrative and organisational support to the Governing Body
- Undertake administration of complex procedures



- Complete and submit complex forms, returns, etc., including those to outside agencies, eg DfE

Resources:

- Operate relevant equipment/complex ICT packages
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required
- Manage uniform/snack/other 'shops' within the school
- Provide advice and guidance to staff, pupils and others
- 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 1
- Undertake complex financial administration procedures
- Assist with the planning, monitoring and evaluation of budget
- Manage expenditure within an agreed budget

Responsibilities:

- Comply with and assist with the development of policies and procedures relating to child protection, health, 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 regular meetings
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Line manages any apprentices or junior administrators

Accountability:

- The scope of this profile reflects the needs of the Trust at the present time: it is not intended to be a fully inclusive or exhaustive list. The assignment holder will therefore be expected to work flexibly and to undertake such other duties as may from time to time be reasonably allocated by the appropriate/commissioning managers. The profile will be subject to continuous review as needed.

Generic duties and accountabilities:

- The post holder will comply with and promote the Trusts Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.



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- Through personal commitment and clear action, the post holder will promote the Trusts employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.

The Senior Administrator will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Other Tasks:

- To attend meetings as required, which at times may involve travel to Academy sites within the trust.
- To take action to improve outcomes for young people to support all academies in the Trust to be outstanding.
- To perform any task or duty under the reasonable direction of senior staff within the Multi-Academy Trust.

The Lighthouse Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Trust 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. Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.



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