



ACORN
A Secondary Alternative Provision

Administrator Job Description

Responsible to: Executive Headteacher, Head of School and Chief Operating Officer

Main purpose of the job: To provide an effective and efficient clerical and finance support to the school.

Main responsibilities and Duties:

Clerical

- To provide comprehensive administrative support as required by the Executive Headteacher, Head of School and COO, including filing, word processing and reprographics work
- To use computerised systems e.g. SIMS & Xero, or other databases, to input and manage data.
- To attend meetings, take notes/formal minutes as required
- To ensure that student records both digital and paper based are fully maintained including records of admissions and leavers.
- To assist with the monitoring and maintenance of stock and order supplies as necessary.
- To assist in the arrangement of routine in school activities such as transport and induction meetings etc.
- To ensure the office is kept tidy and confidentiality is maintained.
- To liaise with the School's external IT support service to ensure school systems work smoothly.
- To be a point of contact for both telephone and face to face enquiries and take messages where appropriate.
- To ensure school security arrangements are always complied with, including the issuing of visitor badges and signing in of visitors.

Finance

- To be responsible for the collection of dinner monies and liaison with parents.
- To carry out financial administration in accordance with school financial procedures and policies.
- Use Xero to prepare purchase orders, enter invoices and record payments
- To accept and sign for deliveries as appropriate and check against orders as required.

Welfare

- To liaise with parents as directed regarding issues relating to individual pupils, including investigating absences.
- To assist with the general welfare of pupils.
- To assist in the compilation, maintenance and analysis of registers.

Additional Responsibilities and duties

- Work effectively with the rest of the Acorn team, applying own strengths and expertise to contribute positively to the overall aims and objectives of the School.
- Participate in staff meetings.
- Encourage positive student behaviour and have a clear understanding of safeguarding policies.
- To participate in performance management cycle and undertake training and professional development as appropriate.
- Comply with the school's Equality, Safeguarding and Health and Safety Policies and complete enhanced disclosure forms.
- To undertake other duties appropriate to the post that may reasonably be required by the senior management team of the Acorn Free School.

Key qualities:

- Is reliable, organised, efficient and tidy.
- Is confident in dealing with a wide range of people in person and by telephone with an excellent telephone manner.
- Is friendly and approachable, with a good sense of humour.
- Thrives on being busy and enjoys the challenges of working in a fast pace environment, whilst remaining calm under pressure.
- Has excellent ICT and data input skills.
- Has an understanding of finance procedures and experience of finance admin.
- Is a team player who takes pride in their accomplishments as part of the wider team.

- Has a genuine passion for looking after vulnerable young people.

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be reviewed periodically to ensure it remains appropriate for the role.