



Job Title:	Administrator
Grade	G4.9 – G4.12
Actual Pay	£ per Annum
Hours	35 hours per week (8.30am – 16:00pm) – Monday to Friday, 39 weeks per year (term time)
Main Responsibilities:	
<p>Provide administrative services to the whole school including: -</p> <ul style="list-style-type: none">• Telephone answering and reception duties.• Providing administrative support, including filing and reprographics• Managing room bookings• Communicating with parents and external agencies• Welcoming visitors and completing required safeguarding checks• Updating the Single Central Record• Attendance - registers and monitoring pupil attendance, recording planned absences, administering Fixed Penalty Notices• Maintain records on MIS system Arbor, including admissions, leavers, and students' records• Trips and clubs - Assisting with general administration of trips and clubs, booking transport and communicating with parent regarding arrangements and payments.• Monitor/setup cashless collections through the academy payment system.• To input data onto computerised systems.• School Census• Updating the website• Administrative support for the Headteacher.• Administrative support for Trust colleagues• Assisting & liaising with our Trust Estates team with local premises, health and safety and compliance issues.• Assisting the Trust Finance & HR team with providing information as required and raising orders• To assist with lunch time duties as required• Uses office machinery i.e. photocopiers, shredder.• Follows basic First Aid procedures when necessary and provide support with the administering of medication in accordance with Trust policy and procedure.• This list is not exhaustive, and you may be asked to undertake other tasks to support the day-to-day function of the school.	



Knowledge, Skills and Experience

- Computer literacy – experience of using Word, Excel, Outlook, Teams, SharePoint etc
- Experience of using MIS data bases
- Administrative and organisational skills.
- Interpersonal & communication skills.
- Ability to work as part of a team and of own initiative.
- Ability to communicate effectively on all levels, both orally and in writing.
- Ability to provide accurate statistical information.
- Understanding of school-based systems and previous experience of working in a school environment.
- Ability to work under pressure and to meet deadlines.
- Knowledge in the use of office equipment
- At least two years' experience of working in a busy general office.
- Decision making and using own initiative as required.

Creativity and Innovation:

The postholder will work to policies and procedures as stipulated by the Trust and legal requirements under the supervision of the line manager and senior team. At times the postholder will be required to use their own initiative but within the set guidelines.

Decision Making:

Works within general defined guidelines but may be required to use judgement/discretion in dealing with non routine matters for which there may not be a readily available precedent.

Contacts and Relationships:

The postholder will come into contact with students, parents, teachers, other members of the Trust visiting the school, contractors, visitors from outside the Trust both face to face and on the telephone.



WORK ENVIRONMENT

Work Demands

Work demands will vary throughout the year, but postholder must be prepared to work to very tight deadlines at various times.

Physical Demands

Will work sitting at desk but will be expected to lift items such as parcels delivered into the office may include boxes of photocopy paper. There may be a need to move small electrical items such as computers, monitors etc.

Working Conditions

Will work in an airy office with adequate lighting and ventilation.

Work Context:

Work will be generally of low risk both mentally and physically although there will be times when irate parents and students may need to be dealt with.

Note:

Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.

Date of Job Description 01/09/2025

Date copy sent to Post holder