

Reach South Academy Trust - Job Profile & Person Specification

Position	Administrator
Location	Drake Primary Academy
Grade	Grade C
Accountable to	Headteacher
Reporting to	Office Manager

Job Purpose

- Support the Office Manager with the delivery of administration services within the school. Undertake general administrative duties as well as school specific administrative duties.

Key Responsibilities

- The job involves working within recognised procedures. The post holder will have access to a supervisor or manager for advice and guidance.
- Reception duties, answering routine telephone and face to face enquiries and signing in visitors.
- Maintenance of manual and computerised records/management systems.
- Routine administration including financial administration e.g. collects and records dinner money.
- Sorts and distributes mail.
- Assists with arrangements for visits by the school nurse, photographer etc.
- Undertake other duties as directed and commensurate with the grading of the role.
- Working hours for Administrators are 8:15 am – 3 pm Term time only plus 1 week.

Additional Duties

- The post is predominately office based with limited requirements for lifting and carrying files, boxes and other general office items as well as standing and walking within the school environment.
- Concentration required for periods of up to two hours at a time with some work-related pressure due to conflicting demands from telephone calls and personal callers.
- The role is mainly office based with occasional exposure to the general background noise of the school environment.

Staff Development

To take part in the school's staff development programme by participating in arrangements for further training and professional development.

To continue personal development in the relevant areas including subject knowledge and teaching methods.

To engage actively in the Performance Management Review process.

To work as a member of a designated team and contribute positively to effective working relations within the school.

Communications

To communicate effectively with the parents of students as appropriate.

Where appropriate, to communicate and co-operate with persons or bodies outside the school.

To follow agreed policies for communications in the school.

Reach South Academy Trust - Job Profile & Person Specification

Corporate Accountabilities
Sharing the school's commitment to safeguarding and prioritising the welfare of children, young people and vulnerable adults and demonstrating it in your day-to-day work.
Performing your role, as part of a highly committed team and delivering your service in a way that helps the school achieve its strategic objectives and annual development and improvement plans - taking account of available resources and national developments.
Contribute to the evaluation and development of services across the school as part of the school's ongoing self-assessment cycle.
Professional
Ensure the maintenance of standards of practice according to the employer and any regulating bodies, and keep up-to-date on new recommendations/guidelines set by the relevant departments.
Ensure that confidentiality is protected at all times.
Ensure clear objectives are identified, discussed and reviewed with supervisor and senior colleagues on a regular basis as part of continuing professional development.
Participate in individual performance review and respond to agreed objectives.
Keep all records up to date in relation to Continuous Professional Development and ensure personal development plans maintain up-to-date specialist knowledge of latest theoretical and service delivery models/developments.
Attend relevant conferences/workshops in line with identified professional objectives.
Support and encourage harmonious internal and external working relationships.
Raise the profile of the Academy by making positive contributions.
General
Contribute to the development of best practice within the service.
Ensure a comprehensive understanding of the relevant safeguarding legislation, guidance and best practice.
All employees have a responsibility and a legal obligation to ensure that information processed is kept accurate, confidential, secure and in line with the Data Protection Act (2018) and Security and Confidentiality Policies.
It is the responsibility of all staff that they do not abuse their official position for personal gain, to seek advantage of further private business or other interests in the course of their official duties.
This Job Profile does not provide an exhaustive list of duties and may be reviewed in conjunction with the post holder in light of service development.
Values, Behaviours, Curriculum Principles
Performing your role in alignment with the Trust's values, behaviours and curriculum principles:
Values <ul style="list-style-type: none"> • Inclusivity • Promoting social mobility • Serving local communities • Believing in the potential of our young people • Preparing tomorrow's adults to contribute to social, economic, environmental and cultural sustainable development
Behaviours <ul style="list-style-type: none"> • Encouraging professional freedoms within consistent boundaries • Championing young people rather than institutions • Collaborating rather than competing where it delivers positive impacts on learning • Acting with the highest levels of integrity and engendering trust • Continually developing the skills and capacities of our people and our organisation

Reach South Academy Trust - Job Profile & Person Specification

Curriculum Principles

- Delivering high standards of education for all pupils
- Providing a broad, rich and experiential curriculum to develop rounded young people
- Providing pathways that are relevant to the needs of our young people and the wider community
- Basing our approach on verifiable research evidence where it exists
- Teaching young people how to be effective learners

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Person Specification

The person specification allows an understanding of who we are looking for within this role and the skills knowledge or experience that we would expect.

	Essential	Desirable
Qualifications & Training		
NVQ Level 2 in administration or equivalent qualification or experience.	X	
GCSE Mathematics and English – Grade C and above.	X	
Knowledge		
Good knowledge of general computer packages and office equipment e.g. Microsoft Office, photocopier/printer, telephones etc.	X	
Experience		
Previous experience of working in a school environment.		X
Skills		
Ability to demonstrate, understand and apply the Trust's values, behaviours and curriculum principles.	X	
Using judgement when interpreting and resolving problems.	X	
Good key board skills for the production of routine correspondence and emails with occasional typing.	X	
Use manual and computerised record/information systems such as HR systems.	X	
Have good verbal and written communication skills to exchange information with a range of audiences (e.g. staff, pupils and others).	X	
Have good IT skills including proficient in the use of Microsoft Office products.	X	
Personal Qualities / Attributes		
Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Trust's constitution and its policies and procedures.	X	
Work within the requirements of the Trust's Health and Safety policy, performance standards, safe systems of work and procedures.	X	
Undertake all duties with due regard to the Trust's equalities policy and relevant legislation.	X	