



JOB TITLE: Trust Administrator

LOCATION: St. Martin's House, St. Martin's School, Hanging Hill Lane, Hutton, Essex
(Occasional travel to DET schools may be required.)

REPORTS TO: Chief Financial Officer

SCALE: Essex Schools Pay Scale 4 (pt 8-9)

HOURS: 37 hours per week, Term-Time only + 4 weeks (to be agreed)

JOB PURPOSE

- To provide administrative support to the Finance, Estates and IT teams, assisting with the smooth running of these functions across the Trust.
- To support with promoting best practice and ensuring compliance with all operational processes and procedures.
- To develop and maintain high-quality working relationships with the wider operational team across the Trust.
- To abide by the Trust's Financial Regulations and the Academy Trust Handbook.
- To ensure compliance with the DfE's Good Estates Management Guide.

KEY CORPORATE ACCOUNTABILITIES

- To uphold a commitment to the Trust's Vision and Values.
- To maintain an awareness of, and a commitment to, the Trust's Equality and Diversity in Employment Policy in relation to both employment and service delivery and to observe the standard of conduct which prevents discrimination from taking place.
- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share in this commitment.
- To fully comply with the Health and Safety at Work Act 1974 etc, the Trust's Health and Safety Policy, and all locally agreed safe methods of work.
- These duties are neither exclusive nor exhaustive and the post holder may be required by the Chief Financial Officer, to carry out appropriate duties within the context of the job, skills and grade at any site within the Trust.
- To participate in the performance and development review process, taking personal responsibility for the identification of learning, development and training opportunities in discussion with the line manager.

PRINCIPAL ACCOUNTABILITIES

Central Finance

- To provide confidential general administrative support to the central Finance team.
- To assist in the smooth running of the central Finance team by handling correspondence including emails and using initiative to deal with telephone calls.



- To process orders, assisting staff with queries about suppliers and prices, as and when required.
- To process invoices promptly and accurately, matching them to purchase orders and delivery notes, to support payment and reconciliation processes
- To complete new supplier checks
- Supplier statement reconciliation
- To process charge card transactions and income receipts as appropriate.
- To support with the preparation of cash for banking
- To assist with maintaining and updating Bromcom for school trips and resource items
- To assist with the compilation of year end documentation and audit file
- Ensure all prime documentation is kept for six years plus current

Central IT and Estates

- To provide confidential general administrative support for the Central Estates function.
- To assist with stakeholder queries, as necessary
- To assist with data collection and entry onto the Estates management platform.
- To assist with updating the contracts database in line with changes to suppliers and contractors.
- To monitor helpdesks and escalate as appropriate.
- To monitor incident report and escalate as appropriate.
- To monitor minibus drivers' compliance.
- To assist in maintaining the asset inventory system.

General Duties

- Support with other Central Trust tasks, as required.
- Other ad-hoc administrative tasks, as required.
- The ability and willingness to travel to all Trust schools.

The duties and responsibilities in this job description are not restrictive, and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not, however, substantially change the general character of the post.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. I confirm that I have read and understood and that I accept, the above job description:

Person Specification - Qualifications and Experience	Essential	Desirable
Experience in finance or general administration	✓	
Experience in estates/facility management		✓
Working knowledge of finance policies and procedures.	✓	
Working knowledge of Health & Safety		
Working knowledge of general school policies and procedures.		✓
Educated to Level 2 standard of education (including Mathematics and English at a minimum C grade [or grade 4] at GCSE or equivalent)	✓	
Confident using financial systems and IT packages	✓	
Knowledge, Skills and Abilities	Essential	Desirable
Organisational and planning skills including prioritisation of tasks	✓	
Ability to work accurately with attention to detail.	✓	
Ability to work effectively as part of a team and on own initiative, contributing to its success.	✓	
Ability to establish rapport and successful working relationships.	✓	
Ability to work effectively as part of a team and on own initiative, contributing to its success.	✓	
Staying calm and cheerful when working under pressure	✓	
Commitment to the personal development of all pupils, staff and self	✓	
Knowledge and understanding of safeguarding issues.	✓	
Personal Qualities	Essential	Desirable
Treats people fairly, equitably and with respect to maintaining positive working relationships.	✓	
Ability to maintain trust and be respected by staff.	✓	
Excellent communication skills both written and oral and the ability to communicate effectively with pupils and staff.		✓
Commitment to safe-guarding and promoting the welfare of young people.	✓	
Flexible and adaptable.	✓	