

JOB DESCRIPTION

Job Title:	School Administrator (Finance and IT)
Salary/Range:	FTE £25923.00, Actual £23755.79
Hours:	37 hours per week, 41 weeks per year
Base:	Orchard Manor School
Responsible to:	Office Manager
Direct Supervisory Responsibility for:	N/A
Important Functional Relationships: Internal/External	Pupils, Staff, Governors, Trustees, Members, Partners, LA, RSC, Ofsted, DfE, Funders, Media, Community, ESFA, Business, Elected Officials, Trust Shared Services team

Expectations of the Postholder:

- A good communicator, liaising with school staff, the trust, families and students.
- A well organised individual who can prioritise work to fit with the demands of the role.
- The environment is sometimes pressurised so flexibility, a calm approach and a “can-do” attitude are required to carry out the role effectively.
- Positive interactions with staff and pupils are an expectation.
- You must be proactive in keeping professional knowledge up to date and have a commitment to personal and professional development.
- It is crucial that all staff in the Trust support Trust vision, ethos, value through adhering to policies and procedures.

Role Summary & Primary Purpose:

- The purpose of this job is to provide administrative capacity across the school. Supporting the Headteacher, Members of SLT, middle leaders or teaching or support staff colleagues with a variety of administrative tasks , supporting the reduction of the admin bureaucracy wherever possible.

Main Duties and Responsibilities:

- Reception cover to include welcoming and signing in of visitors, families, and other professionals, ensuring our safeguarding policy is strictly adhered to
- To receive and prioritise incoming telephone calls/emails and deal with them appropriately including recording and distributing messages as required and booking appointments
- To support whole school events such as parents evening and public events
- To manage the receipt, recording and overseeing of school payments, including cash received, following the Trust cash handling process, and sending the relevant documentation to the Trust finance team in a timely manner
- Processing purchase requisitions and ordering of goods and services
- Receiving and coding of invoices to the Trust finance procedures and return to the Trust for payment
- Support and input of information into the asset and contracts register

- Carry out and monitor IT related administrative tasks including issuing of new equipment, log issues with our IT provider, organising repair of damaged equipment, and set up IT equipment for online and in person meetings where required
- To provide administrative support for school systems such as Arbor, Medical Tracker, Class Dojo, Evidence for Learning.
- To provide administrative support such as typing, photocopying, shredding, filing and archiving
- Support unannounced Ofsted inspections, working with other administrative staff
- Provide administrative cover across the school when required
- Flexibility and willingness to support other team members with a wide variety of tasks

Core Expectations:

- Staff should recognise that as the Trust grows and moves forward job roles will inevitably develop and change focus, and job descriptions will be reviewed accordingly.
- Staff need therefore to be flexible in their approach to accommodate the changing needs of the Trust and to participate fully in professional development which supports this.
- Supporting the school's safeguarding procedures and policies. Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding and Safe Practices policy within the School/Trust.
- Comply with the Trust's Safeguarding Policy in order to ensure the welfare of children and young persons.
- Compliance with the Trust's Health & Safety policy undertaking risk assessments as appropriate
- Awareness and support of differences, ensuring equal opportunities for all.

Person Specification:

	Essential	Desirable	Recruiting method
Education and Training	Educated to a GCSE level or equivalent (5 A-C including Maths and English) Evidence of continuous professional development	Professional qualifications in relevant discipline.	Application
Skills and Experience	Experience of working within a School and / or Multi Academy Trust.	Experience in a school finance/IT role	Application/ Interview
Specialist Knowledge and Skills	Good communication skills, both written and spoken Confidentiality and discretion with personal and sensitive staff and pupil information Extensive experience working as a member of a team Ability to escalate issues to the appropriate manager or SLT member when needed High attention to detail and accuracy levels	A track record of establishing and maintaining excellent internal and external organisational working relationships.	Application/ Interview

	<p>Strong IT skills across all common and industry specific programs.</p> <p>Resilience within highly pressured environments.</p> <p>Committed to equality.</p> <p>Ability to work across both lower primary campus and upper secondary campus, regularly travelling between settings.</p> <p>A commitment to safeguarding and promoting welfare for all.</p> <p>Exemplary levels of integrity.</p>		
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Special Conditions related to the post

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

- Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
- Receipt of two satisfactory employer references one of which must be from your current or most recent employer
- Satisfactory verification of relevant qualifications
- Satisfactory health check

All new employees will be required to undertake mandatory training required by the Trust.

Trust Benefits:

Our Trust is committed to providing employee benefits that motivate and reward our employees.

Our benefits include:

- A competitive salary
- Attractive terms and conditions including holidays
- Eligibility to join the local government pension scheme/Teachers pension scheme
- Family friendly policies
- Local and national discount schemes and initiatives
- Continued professional development support
- Flexibility to work across the Special Partnership Trust, the largest SEN provider in the county
- Support for the wellbeing of staff

