

ADMINISTRATION OFFICER

Start Date: As soon as possible

Salary: Grade 5 – Pt 12-15 - £23,480 to £26,444 (Actual Salary)

Contract Type: Permanent

Working Hours: 37 hours a week, term time only (39 weeks, term time plus training days)

Location: Based at Trust Offices in Boston or The Lincoln Hub, Pollyplatt with the additional option of working from home on occasions. Attendance at academies within the Trust will also be required from time to time.

Reporting To: Administration Manager

Key Relationships: Chief Operating Officer, Headteachers, Academy Administrators.

Infinity Academies Trust (IAT) has an exciting opportunity for a highly effective, efficient and self-motivated individual to join our central team as an Administration Officer. The role requires the use of various IT systems and apps; therefore the successful applicant must be IT literate with the ability to use Microsoft office packages and other dedicated software to produce documents to high standards. The successful applicant will be required to attend the various academy sites and will require a flexible approach to working hours and a willingness to travel to and from the academy sites.

Purpose of Job

This role is responsible for providing a high-quality administration and advice service to the Administrators.

Principle responsibilities and duties:

1. Administrative Support

- To understand and follow all safeguarding policy and procedures across the Trust.
- To have a good knowledge of the Trust's chosen MIS system and platforms to be able to provide support to Administrators
- To support the Administration Manager in providing guidance to Administrators in relation to processes.
- To support the Administration Manager with the onboarding of new Administrators in the delivery of training as per the Administrators Induction and Training Plan.
- To support the Administration Manager with periodic tasks such as Census support and checking
- To support the Administration Manager with uploading various types of data to the MIS system.
- To offer support to academies in the event of sickness
- Monitor email inbox, receive and respond to email enquiries.
- Provide administrative support in the preparation and delivery of meetings.
- To place the safeguarding of all children in the schools across our Trust as the highest priority.
- To make maximum use of opportunities to generate a culture of celebration and praise amongst the staff and pupils at our schools.
- To conduct oneself in a manner befitting a member of staff working in education at all times, demonstrating the behaviours and standards of our code of conduct.

- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

2. Compliance

- Ensure that local academy policies are updated and approved in line with the Trust and statutory requirements.
- Provide information, advice and support to each academy to ensure that academy websites are compliant and up to date for governance
- Support the Governance and Compliance Professional to ensure that GIAS for each academy is up to date and accurate at all times.
- Adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality.
- To undertake all necessary training required by the Trust appropriate to the job.
- To maintain an understanding of and work within our Trust and School policies, procedures and statutory regulations, including in respect of health and safety, equity and inclusion, GDPR and data protection, safe use of IT, safeguarding children and safer working practices.
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the Academy's safeguarding policies. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS with barred list check.

Person Specification

| Essential | Desirable | Measure |
|---|--|---|
| Skills | | |
| <ol style="list-style-type: none"> 1. Ability to organise own time and working to strict deadlines 2. Ability to maintain efficient records 3. Awareness of the need to act with sensitivity and objectivity in dealing with all governance matters 4. IT literate with the ability to use Microsoft office packages and other dedicated to produce documents to high standards. 5. High levels of interpersonal skills and ability to work as a member of a team 6. Ability to undertake a range of clerical and administrative duties 7. Ability to provide and seek relevant advice 8. Ability to demonstrate initiative and self-motivation 9. Excellent communication skills, both oral and written | <ol style="list-style-type: none"> 1. A relevant professional qualification or equivalent experience | Application form/Interview |
| Experience/Education | | |
| <ol style="list-style-type: none"> 1. GCSE level 4 or above in Maths and English (or relevant experience) 2. Experience of continuous professional development and training 3. Experience of producing, collating and circulating documents to meet strict deadlines. | <ol style="list-style-type: none"> 1. Previous experience of working in an educational establishment. 2. Experience of working with senior leaders | Application form/Interview Certificates |
| Personal Attributes | | |
| <ol style="list-style-type: none"> 1. A willingness to travel to various academy sites within the Trust. 2. Good interpersonal skills 3. Attention to detail 4. Enthusiasm and self-motivation with a can-do attitude 5. A flexible approach to working hours | | Application form/Interview |