

JOB DESCRIPTION

POST TITLE:	Administrator
REPORTING TO:	Lead Administrator
SALARY GRADE RANGE:	Cornerstone Support Pay Scale

Main purpose

The Administrator will:

- Assist in the general administration of the Trust and its functions, including front of house and back office functions.
- Respond to enquiries from external agencies, parents and others in ways that support and enhance the ethos and aims of the Trust.

Duties and responsibilities

Administration

- Undertaking 'front of house' duties, including responding to parents' and visitors' requests in person, via telephone or email, and checking and managing deliveries.
- As part of the administrative team undertaking Trust-wide administrative functions, such as the administration of the dining, music and bus services as required.
- Supporting the development and reporting of timely information to the Leadership Team.
- Ensuring that administrative team deadlines are met and highlighting any issues to the Lead and Senior administrators and Leadership Team as necessary.
- Working with other staff to ensure letters and other communications are released in a timely and accurate manner.
- Communicating effectively with external bodies.
- Maintaining the accuracy of the Trust's pupil and management information systems.
- Ensuring that effective filing systems are maintained.
- Undertaking routine administrative tasks, e.g. data inputting, filing, photocopying, minute taking, mail merging letters etc. as required.
- Supporting the Trust-wide administrative team during absence or with workload as necessary.
- Undertaking any other duties commensurate with the grading of the post.

Whole-school organisation, strategy, and development

- Use IT tools fully to provide effective and high-quality administration, deploying the latest approaches for advertising and event management support.

Health, safety, and discipline

- Promote the safety and wellbeing of pupils.

Professional development

- Take part in the school's appraisal procedures.
- Take part in further training and development to improve own professional development and personal effectiveness.
- Where appropriate, take part in the appraisal and professional development of others.
- Regularly review the effectiveness of your role and its impact, refining your approaches where necessary responding to advice and feedback from others.

Communication

- Communicate effectively with other staff members and pupils, and with parents and carers as applicable.
- Use IT systems efficiently and effectively to communicate and collaborate.
- Respond quickly to emails and messages.
- Provide Curriculum Hub leads with clerical / administrative support, as necessary.

Working with colleagues and other relevant professionals

- With the Hub leads collaborate and work with colleagues and other relevant professionals to keep them accurately informed of performance and progress or concerns about forthcoming events and projects.
- Develop effective professional relationships with colleagues.

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.
- Have proper and professional regard for the ethos, policies, and practices of the school, and maintain high standards of attendance and punctuality.
- Demonstrate positive attitudes, values, and behaviours to develop and sustain effective relationships with the school community.
- Respect individual differences and cultural diversity.

Management of staff and resources

- Ensure the appropriate use of resources ensuring they are maintained to a high standard and looked after responsibly.

Other areas of responsibility

- To demonstrate a commitment to the full life of the school and to work with all members of staff to ensure the success of whole school initiatives and assemblies, fayres & fund raising, open evenings and other activities as they occur in school.

Please note that this job description is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or your line manager.

The post requires you to safeguard and promote the welfare of children in the age range 2 to 11 years as consistent with the ages of students attending this Academy Trust and follow school policies and the staff code of conduct. This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change. It may be amended at any time after consultation with you.

Person specification

Criteria	Qualities
Qualifications and experience	<ul style="list-style-type: none"> • Excellent and proficient IT Skills on a range of products such MS Office Packages including: MS Excel, OneNote and Teams. • GCSEs at Grades 9 to 4 (A* to C) including English and maths • Experience of working in administration and as part of a team
Skills and knowledge	<ul style="list-style-type: none"> • Good literacy and numeracy skills • Good organisational skills • Ability to build effective working relationships with adults • Excellent verbal and written communication skills • The ability to remain calm in stressful situations • Knowledge of guidance and requirements around safeguarding children • Excellent ICT skills
Personal qualities	<ul style="list-style-type: none"> • Enjoyment of working as part of a team but also with minimal supervision • Commitment to always maintaining confidentiality • Proactive and show initiative • Commitment to safeguarding pupils' wellbeing

SIGNED:

DATED: