



Twyford Church Of England Academies Trust

"I have come that you might have life
and have it to the full" John 10 v10



Ealing Fields High School

Job Description

Job Title:	Administrator
Grade:	Grade 5, scale points 22-25 (£22,647 - £24,651)
Line Manager:	Twyford Elms Office Manager
Supervisory responsibility:	None
Hours:	Full time (35 hours/week, 52 weeks/year*)
Location:	Ealing Fields High School

Main purpose of the job

As Ealing Fields moves into its second year the school office requires an additional **administrator** to:

1. To co-ordinate whole school activities
2. To assist the Office Manager in supporting the day-to-day operation of the school. This may initially involve undergoing comprehensive in-house training at Twyford High School in Twyford Trust administration processes.

This Job Description will be reviewed on a six-monthly cycle as the school develops.

Main responsibilities and tasks

1. To co-ordinate whole school activities

- **Cover** - to manage the 'Cover' system which ensures the lessons of absent teachers are covered by other staff
- **Calendar** - to maintain and update the school calendar which is held electronically on the school's VLE (intranet).
- **Communal Spaces** – to ensure effective use of school space by managing the weekly communal spaces meetings, and acting on actions and matters arising

2. To assist the Office Manager in supporting the day-to-day operation of the school.

This may initially involve undergoing comprehensive in-house training at Twyford High School in Twyford Trust administration processes. These include:

- Admissions
- Attendance & Behaviour in SIMS
- Reception
- Welfare
- Reprographics
- Student Services
- Communication with Staff, Students & Parents and any other stakeholders

3. General duties

- To be aware of and comply with Trust policy
- To provide administrative support to the Trust SLT, including preparation for assemblies if required
- To undertake similar duties, commensurate with the level of the post at the discretion of the Deputy Headteacher or Office Manager. This might include temporary redeployment to meet the needs of the wider School or Trust
- To attend and participate in meetings, training, performance management processes and professional development as required
- To take appropriate action to manage, monitor and maintain a healthy, safe and secure working environment
- To show parents and visitors around the School as required
- To contribute to the overall ethos of the School

Key measures of success

- Contribution to the delivery of effective and efficient administrative services to all stakeholders
- Positive feedback from teaching staff and key users of the administration service
- Working with transparency and integrity in all aspects of the role

Signatures

Signature of Manager: _____ Date: _____

Signature of Post Holder: _____ Date: _____

Person Specification

Education and Qualifications	Essential	Desirable
GCSE passes in English and Maths, or equivalent	✓	
A good degree		✓
Certificate of School Business Management		✓

Knowledge and Experience	Essential	Desirable
Good ICT skills	✓	
Intermediate or advanced MS Office user	✓	
Previous administrative experience or of working in an office environment	✓	
First Aid qualification		✓
Experience of delivering First Aid		✓
Experience of working in a customer service and support environment		✓
Experience of working within a school environment		✓

Personal Qualities	Essential	Desirable
Professional attitude and approach to work	✓	
Willingness and ability to manage own time and take full responsibility for work	✓	
Ability to organise, plan and prioritise work, paying attention to detail	✓	
Enthusiasm for working with staff and students	✓	
Ability to communicate clearly and effectively with different audiences, orally and in writing	✓	
Able to demonstrate discretion, confidentiality and commitment	✓	
Customer focused with excellent customer care skills	✓	
Excellent attendance and punctuality	✓	

Key Terms and Conditions

Pay:

Grade 5, scale points 22-25 (£22,647 - £24,651). Starting salary is on the lowest scale point in the grade; increments are then paid to staff with more than 6 months service in April of each year until the highest scale point in the grade is reached. Payment is by bank transfer on or by 26th of each calendar month.

Hours of work:

The working week is 35 hours; core hours are from 7.00am-3.00pm with a one hour lunch break or as agreed with the Office Manager or Administration & Communications Manager.

*An additional 1 hours is to be worked every day from 3.00pm-4.00pm. These additional hours can be accrued and used as time in lieu during school holidays when the school office is quiet (or the school is closed).

Weeks of work:

Full time comprises 52 weeks with the following leave entitlement: Annual holiday entitlement of 24 days per year plus 3 days at the end of December (when the school is closed) plus 8 public holidays. Entitlement increases to 27 days after 5 years' service. Holidays are to coincide with periods when the school is closed and public holidays which will be notified from time to time.

Pension Scheme:

You will be entitled to join the Local Government Pension Scheme. Details of the scheme are found here: www.lgps.org.uk

Probation:

All support staff appointments are subject to satisfactory completion of a 6 month probationary period.

The Twyford Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undergo the child protection screening appropriate to the post, including an enhanced disclosure from the DBS (Disclosure and Barring Service) and references from previous employers. For more information about the DBS please see <https://www.gov.uk/disclosure-barring-service-check>

You will also be expected to sign and adhere to the school's SAFEGUARDING CHILDREN & YOUNG PEOPLE and SAFE WORKING PRACTICE AGREEMENT which is available as a download on the school website Vacancies page.