

**JOB DESCRIPTION**  
**GENERAL ADMINISTRATOR**

**POST HOLDER**

**DEPARTMENT** Bournville Academy

**RESPONSIBLE TO** Administration Manager

**LINE MANAGEMENT OF** N/A

**SALARY** FMAT SC3

**WORKING HOURS** 37 hours per week (no TOIL)  
Term time only

**WORKING PATTERN** Four days 8:00 until 16:00, one day 8:00 until 15:30

**Holiday Entitlement** A paid entitlement of 25 days' annual leave and 8 statutory holidays

**JOB PURPOSE**

To provide a welcoming reception service and general clerical and administrative support to staff around the school. To support the Administration Manager on a daily basis. To look after the medical room and administration of medicines on a rota basis and coordinate the response to medical emergencies, where necessary.

This job specification lists the major duties and requirements of the job and is not all-inclusive. The post holder may be expected to perform other duties under the direction of the Head of Academy and the Administration Manager than those contained in this document and may be required to have specific job-related knowledge and skills. The allocation of duties is provisional and is subject to regular review.

**MAIN DUTIES AND REQUIREMENTS SPECIFIC TO THIS POST**

**Reception**

1. To be the first point of contact for both telephone and face to face enquires.
2. Welcome and direct visitors, issue ID badges and over-see the signing of the visitors' book and staff registers to ensure that safeguarding/fire procedures are complied with at all times.
3. Answer telephone calls through the main school switchboard, taking messages and transferring calls to the appropriate person.
4. Provide generic information to parents and visitors.
5. Respond to pupil enquiries including late pupils, requests to leave school during the school day and sick pupils, referring to the appropriate member of support staff.
6. Carry out general administration and clerical duties such as word processing, data inputting, photocopying, filing, preparation of letters etc.

7. Provide information as required for use by members of staff e.g. class and medical lists.
8. Update the school database with pupil's personal details as and when required.
9. Record and store lost property and confiscated items.
10. Maintain internal room booking procedures including minibuses.
11. Distribute and process incoming and outgoing post.
12. Update staff telephone lists and pigeon/information trays.

### **General Administration**

1. Carry out general administration and clerical duties such as word processing, data inputting, photocopying, filing, creating classroom displays, preparing letters and spreadsheets, ordering of stationery and other education materials, updating notice boards, administration in relation to extracurricular activities etc.
2. Provide information as required for use by members of staff e.g. class and medical lists.
3. Update the school database with pupil's personal details as and when required.
4. Assist in the production of detention reports, Music and PE timetables using SIMS and Excel.
5. Record and store lost property and confiscated items.
6. Assist in maintaining the uniform room, lending uniform to students.
7. Assist in participating in parents' evenings on a rota (Front of House).
8. Maintain internal room booking procedures including minibuses.
9. Distribute and process incoming and outgoing post.
10. Update staff telephone lists and pigeon/information trays.
11. Send email/text communications to parents.
12. Taking notes at meetings if required.

### **Medical Room**

1. Coordinate the response when someone is injured or becomes ill and manage the response to incident or emergency, where necessary.
2. Ensure the medical room is stocked and compliant at all times.
3. Have an awareness of Individual Healthcare Plans on site and the requirements around medical management and medicine administration.
4. Ensure that an ambulance or other professional medical help is summoned when required.
5. Ensure medicine held on site is done so in a compliant fashion, for example secure yet accessible to relevant individuals.
6. Perform thorough record keeping including data base of medicines held on school site and accident reporting.
7. Make sure the asthma letters are sent to parents for the emergency asthma inhaler.
8. Provide absence cover for colleagues on the medical room rota.
9. Be one of the nominated First Aiders on site.

### **GENERAL**

1. Promote and safeguard the welfare of students you come into contact with.
2. Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
3. Be aware of, support and ensure equal opportunities for all.

4. Contribute to the overall ethos/work/aims of the Academy.
  5. Appreciate and support the role of other professionals.
  6. Attend and participate in relevant meetings as required.
  7. Participate in training and other learning activities and performance development as required.
  8. To perform any other such duties as the Head of Academy may from time to time determine.
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**NAME:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_

**DATED:** \_\_\_\_\_

**PERSON SPECIFICATION  
GENERAL ADMINISTRATOR**

The person specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

Fairfax Multi-Academy Trust (FMAT) is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant.

<b>Experience/knowledge/qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Educated to GCSE level A* - C or equivalent in English and maths	✓	
Intermediate or above qualification in word processing/typing	✓	
Recent experience in an administrative role	✓	
Good knowledge of IT systems and proficient in the use of MS Word, Excel, PowerPoint, Outlook and e-mail	✓	
Fully proficient in typing and note taking accurately	✓	
Experience in using database applications	✓	
Good knowledge of standard office procedures and equipment	✓	
Previous experience in working in a school in a similar role		✓
Previous experience in using SIMS		✓
<b>Personal qualities and attitudes</b>	<b>Essential</b>	<b>Desirable</b>
Pleasant and confident telephone manner	✓	
Excellent administrative skills	✓	

Excellent attention to detail and ability to work to the required standards of accuracy and presentation	✓	
Ability to prioritise and deal with conflicting demands	✓	
Good verbal, listening, literacy and written communication skills	✓	
Ability to work autonomously with minimum supervision, or as part of a team as necessary	✓	
Ability to maintain confidentiality and deal with situations in a tactful manner	✓	
Ability to follow set procedures	✓	
Excellent attendance and punctuality	✓	
Willing to undertake appropriate training and development with a positive attitude including a commitment to undertake First Aid and other relevant training required for looking after the medical room	✓	
A commitment to the ethos, vision and values of the Trust	✓	