

Administrator

Job description and person specification

Job description

Post title: Administrator
Salary: Grade 4
Position: 37 hours per week, term time only
Reports to: Team Leader

Diverse Academies is a multi-academy trust with a vision to inspire, to raise aspirations and to create brighter tomorrows. Across primary, secondary and special settings, we share a common mission to nurture curiosity, develop wellbeing and empower children and young people to go beyond their aspirations. Together, we believe we can make a difference in our diverse communities, and in the lives of those who learn with us and work with us.

We empower. We respect. We care.

Purpose of the post

The provision of a wide and varied range of clerical, administrative and business support to the academy.

Main duties and responsibilities

- To work to defined standard business processes in performing a wide and varied administrative tasks having due regard to confidentiality and safeguarding.
- To create, manage and manipulate information relating finance, student or staffing information or any other service requirement and this will include producing bespoke reports as requested.
- To develop basic systems and processes to meet business needs and to ensure the high quality of information held.
- To be responsible for the organisation of events, trips and excursions including booking venues, arranging transport, issuing invitations, compiling paperwork and overseeing financial matters.
- Where required, to line manage other business staff within the relevant team.
- To provide advice, guidance and support to other business administrative staff as required.
- To support team members to ensure that quality, performance, standards and deadlines are achieved.
- To take an active part in reviews/quality assurance within own area of responsibility, identifying problems or issues, making recommendations for corrective action.
- To support and implement systems and processes to meet business and educational support needs and to ensure the high quality of information held.
- To help resolve issues to ensure that effective business and educational services are maintained.
- To provide business and administrative support to colleagues, governors, parents/carers and business contacts with regard to policies, processes and services provided, including implementing these where necessary to meet the needs of the Academy.
- To undertake numerous administration tasks on behalf of the Academy.

- Personally, and through business and educational support team members, assist in the delivery of the targets set down in the Academy AIP and Trust ADP, as well as through Team and Individual Improvement Plans.
- Build positive relationships with other staff and colleagues across the Trust and embed a collaborative working culture in the Academy.
- Ensure that business and educational support are delivered within corporate parameters and follow tight principles.
- To manage fluctuations in workloads within the resources available.
- To resolve low level issues to ensure effective business and educational support is maintained
- Demonstrate a commitment to the ongoing development of yourself and others.

Additional

- We all have a responsibility for providing and safeguarding the welfare of children and young people we are responsible for or come into contact with.
- Collectively, we share and co-develop best practice for the benefit of all our academies.
- We promote the employment of people with disabilities and will make adjustments considered reasonable to the above duties.
- You will have the opportunity to access the very best professional development and therefore may be required to attend, from time to time, training courses, conferences, seminars or other meetings.
- This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager.
- We empower our colleagues to enable our students and pupils to meet the highest possible standards, and we recognise that all our staff have a role in improving student outcomes.
- The contents and allocation of particular responsibilities and duties may be amended after consultation from time to time as part of a broader structural review.
- We have an established framework of core principles and practice to which all our academies subscribe, which are developed and agreed on in collaboration.
- It is a condition of your employment you are expected to adhere to our policies, procedures and guidelines.

Person specification

The following qualities are all deemed fundamental to the requirements of the post. The Trust will, therefore, be seeking evidence of these in the selection process, which will include the application, interview(s) and references.

The Trust is seeking to appoint highly skilled, dynamic, flexible and committed staff with the potential to help us realise our vision and strategic objectives. The appointing panel will, therefore, require sufficient evidence of ability and achievement in each of the following areas in order to make an appointment.

Category	Essential	Desirable	Evidence
Qualifications			
A good standard of secondary education to GCSE level or equivalent	ü		Application form
A good standard of literacy and numeracy	ü		
Knowledge and understanding			
Minimum 3 years' experience in an administrative work setting	ü		Application form
Experience of carrying out a wide range of administrative and business duties	ü		
Able to interpret written and verbal instructions to carry out processes and procedures without regular supervision	ü		
Working with a variety of IT systems including word processing, spreadsheet and database operation	ü		Portfolio of work
Handling information in accordance with the Data Protection principles, dealing with confidential and sensitive information.	ü		References
Commitment to the safeguarding and welfare of all students and providing equality of opportunity	ü		
Skills and attributes			
Good interpersonal and communication skills	ü		Application
Can demonstrate efficient collaborative and flexible working	ü		
Ability to identify issues that could impact on service delivery and develop a number of options to mitigate these issues	ü		Interview
Able to empower, support and motivate colleagues	ü		Portfolio of work
Good planning and organisational skills with the ability to manage conflicting demands and meet deadlines	ü		References
Shows commitment to a supportive, coaching culture	ü		
Commitment to ongoing personal and professional development	ü		
Core			
Able to work flexibly including some travel across the geographic coverage of the Trust	ü		Interview
The post holder will be subject to an enhanced Disclosure & Barring Service check	ü		Pre-employment checks
Prior to confirming an appointment to the Trust, individuals are asked to complete a medical questionnaire in order that the Trusts Occupational Health provider can ascertain their medical fitness for the post	ü		