

## School Administrator

Based at The Forest Academy IG6 3TN

36 hours per week, 46.8 Weeks per year, term time + 10 additional days during school holidays

LBR Scale 4-5 depending on skills and experience

Required: By January 2025

Interviews will be scheduled as applications are received.

### Benefits include:

- **Benenden Private Healthcare** - as a taxable benefit – responsive medical care which may be extended to include family and friends
- **Busy Beacons Nursery** - Access to a BMAT term time only on-site nursery for school staff

### Pay and conditions:

- **16% PPA** minimum for teaching staff
- **Retained School Teachers Pay and Conditions 2012** including automatic main scale progression for teaching staff
- Access to **Teachers' Pension Scheme (TPS)** or to **Local Government Pension Scheme (LGPS)**

### Staff wellbeing:

- Free access to a fully fitted **on-site fitness suite** on both campuses and staff shower facilities
- **Interest-free beneficial loans** to spread the cost of computer equipment, bikes, transport season tickets and visa applications
- **Free hot drinks**
- Free on-site parking and electric vehicle charging points on campus
- **Winter well-being holiday**
- **Employee Assistance Programme** – 365 days/24 hour helpline and additional support with legal, financial advice and counselling
- **Staff Forum**
- Two weeks' full pay paternity leave
- Generous leave for full-time support staff
- Team building and sports events to build cohesion and BMAT community
- Access to 'Beacon Bargains' our online swap shop for staff to give away, sell and swap items between them

### CPD:

- **BMAT CPD Hub** - Investment in training and professional development
- A range of career opportunities across the Trust



Beacon Academy Trust are currently seeking to appoint an effective communicator, excellent listener, flexible worker and well organised individual to join our administrative team. As administrator working closely with the Senior Leadership Team, the successful candidate will play a vital role in ensuring all organisational objectives are met and that students have the best educational experience possible.

The successful applicant will have:

- Knowledge, ability and experience of using IT and MIS systems in a busy school setting
- Excellent organisational skills, a high standard of written English and a positive telephone manner
- The ability to work on their own and flexibly as part of a team.

The Trust is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment.

Enhanced DBS (with list checks) is required for this post.

The below documents must be read prior to applying for this role and will be factored into interviews:

[Keeping Children Safe in Education](#)

[BMAT – Safeguarding and Child Protection Policy](#)

Further information and an application form can be found at <https://nelta.co.uk/vacancies/>

Please forward your electronic applications to [recruitment@beaconacademytrust.co.uk](mailto:recruitment@beaconacademytrust.co.uk)

Please note we reserve the right to close or extend this position depending on application numbers, therefore we would urge candidates to submit an application as soon as possible.



### Overall Responsibilities

To contribute to the effective and efficient administration of the school leadership team

To work positively and flexibly with students, parents, staff, visitors and external agencies

### General Duties and Responsibilities

- Complete general administrative tasks related to HR, Finance, attendance, behaviour, recruitment and safeguarding
- Work closely with the senior leadership team to ensure daily administrative demands are met
- Provide general clerical/admin. support e.g. photocopying, filing, complete standard forms, respond to routine correspondence
- Work closely with the wider administration team and carry out related roles and duties when required
- Contribute to the overall ethos/work/aims of the school
- Be aware of and comply with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Liaise with other departments, for example HR, Finance and the Estate Management team
- Participate in training and other learning activities and performance development as required
- Maintain manual and computerised records/management information systems as well as the school website
- Provide general advice and guidance to staff, pupils and others
- To maintain confidentiality at all times
- Be aware of and support diversity ensuring equal opportunities for all

The above mentioned duties are neither exclusive nor exhaustive, duties and responsibilities of the post may change as requirements and circumstances change. The post holder may be required to carry out such other duties as requested by management that are broadly within the level of the post.



Person Specification				
	Essential (E) Desirable (D)	App Fm	Int vw	Ref
<b>Qualifications</b>				
NVQ 3 or equivalent qualification	D	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Level 2 qualification (Grade C or above) in English, Maths or equivalent	E	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Knowledge / Skills / Experience</b>				
ICT skills and knowledge of other specialist equipment/resources	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Experience in a similar role	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Excellent customer service skills	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Excellent time management and organisation skills	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Able to work effectively in a team and contribute to its success	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Good written English and effective communication skills	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ability to deal tactfully and confidently with telephone callers and visitors	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to remain calm, composed and flexible within a busy and demanding environment	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ability to undertake a wide range of clerical, administrative and general duties	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Accurate in recording details and make full use of the schools' computer systems	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Attributes</b>				
Reliable, respectful, responsible & conscientious approach	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Flexibility to deal with diverse needs of the post and movement between departments and the Trust	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Establish and maintain appropriate relationships	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Integrity and confidentiality to be maintained at all times.	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
High level of initiative and ability to work independently	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<p>BMAT is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment.</p> <p>Enhanced DBS Disclosure is required for this post.</p>				

