

JOB DESCRIPTION
GENERAL ADMINISTRATOR

POST HOLDER:**RESPONSIBLE TO:** Administration Manager**LINE MANAGEMENT OF:** N/A**WORKING HOURS:** 37 hours per week (no TOIL)
Term time only**WORKING PATTERN:** Your normal daily work pattern is Monday to Friday 08:00 to 16:00 (with a 30-minute early finish one of the days) and with an unpaid half hour lunch break**SALARY:** FMAT Scale 3**HOLIDAY ENTITLEMENT:** A paid entitlement of 25 days' annual leave and 8 statutory bank holidays**JOB PURPOSE**

To provide general clerical and administrative support to staff around the academy. To support the Administration Manager on a daily basis.

This job description 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 Principal 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.

MAJOR DUTIES AND REQUIREMENTS SPECIFIC TO THE POST**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, support with larger mailings, updating notice boards, administration in relation to extracurricular activities etc.
2. Update Bromcom with pupils' personal details as and when required.
3. Record and store lost property and confiscated items.
4. Attend Open Evening (normally in September) and New Intake Evening (normally in July).
5. Assist in participating in parents' evenings on a rota (Front of House).
6. Order of stationary supplies and other education materials and control stock levels.
7. Take the post to the Post office at the end of the working day. OR: Ensure post is ready when collected at the end of the day.
8. Distribute and process incoming and outgoing post.
9. Update staff telephone lists and pigeon/information trays.
10. Send email/text communications to parents.
11. Taking notes at meetings if required.
12. Support the administration team as necessary and be part of the reception cover rota. Provide cover for Reception as and when required.

13. 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 and adhere to all Trust and Academy level policies and procedures and comply with their contents; raising any concerns in a timely manner.
4. Be aware of, support and ensure equal opportunities for all.
5. Contribute to the overall ethos/work/aims of the Trust.
6. Appreciate and support the role of other professionals.
7. Attend and participate in relevant meetings as required.
8. Participate in training, other learning activities and performance development as required.
9. Engage actively in the performance review process.
10. Perform any other such duties as the Principal may from time to time determine.

I have read and accept this job description.

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.

Experience/knowledge/qualifications	Essential	Desirable
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 Bromcom		✓
Personal qualities and attitudes	Essential	Desirable
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	✓	
A commitment to the ethos, vision and values of the Trust	✓	