



JOB DESCRIPTION

POST: Administrator

REPORTING TO: Regional Senior Administrator

JOB PURPOSE:

The Academy Administrator is responsible for the day-to-day administration of the school, the role covers a number of functions including: Reprographics; support with Admissions, Staff Attendance, Reception; and General Office duties.

The role is key to the delivery of the school's strategic vision of teaching and learning.

DUTIES

Reprographics

- To be responsible for the typing, updating, photocopying and the distribution of letters/reports/forms e.g. school policies, school prospectus, staff manuals.
- Monitor reprographic and office stationery supplies and re-order as required

Reception

- Welcome visitors, ensuring signing in and safeguarding procedures are followed, receiving and prioritising incoming telephone calls, dealing with them appropriately including accurately recording messages as required.
- Sort incoming post and deliver or place in appropriate post trays.
- Ensure all out going post is franked and ready for collection each day in readiness for collection.
- Maintain at all times the utmost confidentiality with regard to all financial reports, records, and personal data relating to staff, students and other information of a sensitive or confidential nature.
- Carry out any other responsibilities compatible with the role and grade.

Admissions

- To support with Admissions Procedures

General Administration

- Assist with maintaining a sufficient stock of stationery in the school.
- To support the Senior Administrator with administration.
- To support with arrangements for meetings and events.
- To co-ordinate with the Site Team where appropriate.
- To be a First Aider and be point of call for the students.

Generic Support Staff Responsibilities:

Be committed to working as part of a cohesive, supportive and forward-thinking team of colleagues with a shared vision designed to:

- Raise student attainment so that all students progress to further and higher education and quality employment
- Place the Academy and its facilities and resources at the heart of the communities it serves
- Model the highest professional and personal standards to staff and students in all aspects of the role, leading by example and upholding the ethos of the Academy
- Ensure that all statutory requirements are met relevant to the role
- Lead, motivate, support, challenge and develop all staff, contributing to providing effective induction, continued professional development and performance management
- Create, maintain and enhance effective working relationships with staff
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear lines of accountability exist in the delegation of tasks and responsibilities
- Treat people fairly, equitably, with dignity and respect to create and maintain a positive culture and ethos
- Regularly review own practice and performance, set personal targets and take responsibility for own professional growth
- Manage own workload and that of others to allow for an appropriate work/life balance
- Will be required to undertake First Aid training

This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually. Employees will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.

The Regional Directors and Head Teacher are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruitment procedures are effectively in place.

PERSON SPECIFICATION

Whether you're a 3 year old in nursery learning to explore the world around you, an 18 year old preparing to go to university, a new teacher understanding the demands of the job, a Head Teacher leading the learning in your academy, a member of the regional team ensuring efficient and effective operations or a trustee scrutinising and challenging the CEO, we want every single person within E-ACT to be driven by three core values:

- We want everyone to **think big** for yourselves and for the world around you;
- We want everyone to **do the right thing** in everything you do, even when this means doing something that's hard, not popular or takes a lot of time;
- We want everyone to show strong **team spirit**, always supporting and driving your team forward

We really believe that if we all do the right thing, support our teams and we all think big, believe big, act big, then the results will be big too!

	Essential	Desirable
Qualifications	Attainment of GCSE qualifications 5A*-C (equivalent) including English or Maths	
Experience	<p>Minimum of 1 year experience in an administrative / reception role.</p> <p>Experience of using SIMS.</p> <p>Experience of working in a busy fast paced environment</p> <p>Experience of greeting guests and visitors and making them feel welcome</p> <p>Experience of reprographics, photocopying</p>	Experience in dealing with attendance within schools
Knowledge and understanding	<p>Highly computer literate, with knowledge of Microsoft Office, Word, Excel, PowerPoint and Outlook</p> <p>Understanding of the main requirements of the Data Protection Act when dealing with sensitive information.</p>	First Aid Training
Skills	<p>Excellent interpersonal, written and communication skills.</p> <p>Highly effective organisational skills</p> <p>Able to act with diplomacy, confidentiality and sensitivity</p>	Ability to set up and maintain records and filing systems
Personal characteristics	<p>Work effectively as a team player.</p> <p>Ability to remain calm under pressure.</p> <p>Use own initiative, work unsupervised and flexibly</p> <p>Self-motivated</p> <p>Willingness to take responsibility for CPD</p>	