# Job description

## Job title

Administrator

## Hours

37.5

## Contract

Term Time Only

## Role profile and grade

Grade 1, Point 1 rising to Point 6

## Salary

£15,909.25rising to £17,757.03

Location

Ashcroft College

Ashton-under Lyne

## Reports to

School business Manager

## Job purpose

The administrator is responsible for supporting with the administrative, financial and organisational processes within the school. They will also act as the initial point of contact for parents, visitors and other stakeholders so will be an ambassador for the school and embody the value, vision and ethos of the school in all interactions.

### Key responsibilities

General administration

* Update manual and computerised record/information systems
* Update and maintain the school calendar
* Assist with managing the school’s email inbox, ensuring the school meets its expected response times and emails are forwarded to the relevant staff member as necessary
* Manage and organise completed forms from parents
* Report any issues with the school’s IT systems
* Organise and distribute incoming and outgoing post
* Provide administrative support to staff as needed
* Order, monitor and manage stock, ensuring best value following the school’s purchasing processes
* Carry out filing, printing and photocopying. Maintain the operation of the printer and photocopier to ensure it’s ready to use at all times, resolving any issues as necessary
* Assist with practical aspects of organising any face-to-face meetings such as parents’ evenings, ECHP/PEP reviews and other meetings and events, including the organisation of rooms and equipment, and providing refreshments as required
* Keep records in accordance with the school’s record retention schedule and data protection law, always ensuring information security and confidentiality.
* Monitor and maintain an accurate record of pupil attendance, producing reports as necessary Reception
* Act as the first point of contact for parents and visitors arriving at the school
* Deal with telephone and face-to-face enquiries efficiently and in a professional and supportive manner
* Seek support from other colleagues where necessary to respond to complex enquiries
* Respond to messages promptly and accurately, passing on information to relevant staff members as necessary
* Assist staff and pupils with the information and support they need

Security

* Control access to the school in line with the school’s safeguarding procedures, including signing-in visitors, checking identification as necessary, issuing passes and notifying them of safeguarding and safety procedures
* Be alert to unknown individuals on the school premises and report any concerns in line with the school’s procedures
* Have an excellent understating of policies regarding emergency protocol such as fire, intruders and phone calls pertaining to threats of violence

Written communication

* Write and send email responses that are professional and uphold the school’s vision and values
* Assist with promoting the school

Finance

* Collect, record and issue receipts for payments from parents
* Collect, record and issue petty cash as needed.
* Carry out financial administration in line with the school’s procedures

# Other responsibilities

* Actively engage with the Together Trust’s vision, mission and values
* Commit to promoting equality, diversity and inclusion



### Person specification

You will need demonstrate the extent that you have the necessary requirements for this role. Please use examples in your application how you match the criteria in the person specification and your experience of the responsibilities outlined for the role.



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|  | **Essential** | Desirable |
| Education, qualifications and training | GCSEs in Maths and English or equivalent Level 2 qualifications |  |
| Experience and skills | Carrying out administrative tasks  Dealing with face-to-face and telephone interactions  Working with children or young people  Working and collaborating within a team  Proficient in using Microsoft Office applications | Experience of using the SIMS database  Experience of working in a school officed |
| Knowledge and understanding | Good oral and written communications skills  Ability to respond quickly and effectively to issues that arise  Ability to plan, organise and prioritise to meet deadlines  Ability to use own initiative and act accordingly  Excellent attention to detail  Ability to use IT packages including word processing, spreadsheets and presentation software  Ability to use relevant office equipment effectively  Ability to build effective working relationships with colleagues and work as part of a team  Understanding of data protection and confidentiality  Understanding of safeguarding |  |
| Other | Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils  Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school  Ability to work under pressure and prioritise effectively  Commitment to maintaining confidentiality at all times  Commitment to safeguarding and equality  Embraces change well  Deals with difficult situations effectively  Enthusiastic, punctual and flexible |  |

Applications are welcome from all regardless of age, disability, marriage or civil partnership, pregnancy or maternity, religion or belief, race, sex, sexual orientation, trans status or socio-economic background. We are committed to making reasonable adjustments for disabled people. We positively encourage applications from those with lived experience.