# Academies Enterprise Trust

**Job Description**

**Job Title: Senior Administrator**

**Location: St James the Great Academy**

**Hours of work: 35 hours per week, 39 weeks per year**

**SCP Min 7 £19554 To SCP Max 11 £21166**

**Reports to: Principal**

**Purpose of the Role:**

The senior administrator is responsible for overseeing the daily administration of the school office including line managing administrative staff. They are also responsible for all administrative, financial and organisational processes within the school, maintaining confidentiality at all times. They assist with all the planning and development of support services including line managing the cleaners and liaising with the Buildings Operations Assistant.

To promote and adhere to the Trust’s values to be unusually brave, discover what’s possible, push the limits and be big hearted.

**Responsibilities:**

**Organisation**

* Supervise the day-to-day work of the administrative function of the school office.
* Contribute towards the planning, development and organisation of the support service systems, procedures and policies
* Manage, supervise, train and develop administrative staff as appropriate
* Assist in the organisation of school trips/events in cooperation with other staff. To ensure that staff and external providers (e.g. coach companies) have completed all associated risk assessments
* Complete administrative tasks in relation to school dinners, liaising with the school caterers
* Coordinate and manage Parent Pay transactions and system

**Administration**

* Manage manual and computerised record/information systems
* Analyse and evaluate data/information and produce reports/information/data as required
* Undertake work processing and complex IT based tasks
* Provide personal, administrative and organisational support to other staff

Provide personal, organisational and administrative support to the Governing Body (Clerk for the Governors)

* Oversee and organise the management of admissions procedures in line with Academies Enterprise Trust
* Keep records in accordance with the school’s record retention schedule and data protection law, ensuring information security and confidentiality at all times
* Book training courses for all staff
* Be the school’s data protection champion, taking responsibility for monitoring data protection compliance and advising the school community on data protection issues

**Resources**

* Order, monitor and manage stock, ensuring best value following the school’s purchasing processes
* Oversee and operate relevant equipment and IT packages (e.g. the school’s MIS system)
* Provide advice and guidance to staff, pupils and others on administration systems and events that take place in school.
* Take a lead role with procurement and securing sponsorship/funding
* Assist with marketing and promoting the school
* Manage office expenditure with an agreed budget
* Ensure the office is kept tidy, organised and in good order at all times, making sure there are sufficient office resources available
* Promoting and authorising external lettings of the schools premises

**Responsibilities**

* Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment including chairing Termly Health and Safety Committee meetings.
* Contribute to the overall ethos/work/aims of the school
* Establish constructive relationships and communication with all staff and other agencies/professional
* Recognise own strengths and areas of expertise and use these to advise and support others
* Participate in training and other learning activities and performance development as required
* Develop an office team that delivers and meets the needs of the school
* Ensure that all staff create a professional and welcoming reception for all visitors and parents and all visitor checks and health and safety processes are in place to monitor entry in and out of the building
* Line manage and organise all administrative staff ensuring the smooth and effective running of the school office and all administrative and communicative systems
* Manage administrative staff performance and appraisal
* Ensure that all members of the office present, at all times, a positive image to the school to all staff, parents and visitors both internally and externally
* Manage the Academy website and social media presence

**Employee value proposition:**

We passionately believe that every child can discover their own remarkable life. It’s what motivates us around here. We know this vision requires something extra. Which is why at AET, you’ll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we’re inspiring. Come inspire their remarkable with us.

**Our values:**

The post holder will be expected to operate in line with our values which are:

* Be unusually brave
* Discover what’s possible
* Push the limits
* Be big hearted

**Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment

2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive

5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.

6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

**Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

**Person Specification**

**Job Title: Senior Administrator**

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| **General heading** | **Detail** | **Essential requirements:** | **Desirable requirements:** |
| **Qualifications** | Qualifications required for the role | * Relevant qualification such as NVQ4, HNC/D or degree, or equivalent working knowledge. * RSA II or equivalent. |  |
| **Knowledge/Experience** | Specific knowledge/  experience required for the role | * Experience of managing a team of staff, ideally across different work areas. * Experience in an administrative and/ or school environment. |  |
| **Skills** | Line management responsibilities (No.) | * Line managing staff including appraisal |  |
| Forward and strategic planning |  |  |
| Budget (size and responsibilities) | * Experience of managing a budget of £5000 or higher |  |
| Abilities | * Proficient in the use of Google sheets and docs * Proficient in the use of school a school MIS | * Experience of Progresso |
| **Personal Characteristics** | Behaviours | * 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 |  |
| Values | * Ability to demonstrate, understand and apply our values   + Be unusually brave   + Discover what’s possible   + Push the limits   + Be big hearted |  |
| **Special Requirements** |  | * Successful candidate will be subject to an enhanced Disclosure and Barring Service Check * Right to work in the UK * Evidence of a commitment to promoting the welfare and safeguarding of children and young people |  |