

JOB DESCRIPTION

GENERAL ADMINISTRATOR

RESPONSIBLE TO:	Administration Manager
LINE MANAGEMENT OF:	N/A
WORKING HOURS:	37 hours per week 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 comprehensive clerical and administrative support to staff across the academy, and to support the Administration Manager in the effective day-to-day running of administrative services.

This job description outlines the key responsibilities and expectations of the role but is not exhaustive. The postholder may be required to carry out additional duties, as directed by the Principal, that are appropriate to the level and nature of this position. Responsibilities may be reviewed and adjusted periodically to reflect the needs of the academy.

MAJOR DUTIES AND REQUIREMENTS SPECIFIC TO THE POST**General Administration**

1. **Provide comprehensive administrative support**, including document production, data entry, photocopying, filing, preparing letters and spreadsheets, creating displays, supporting larger mailings, updating noticeboards, and assisting with administration related to extracurricular activities.
2. **Maintain accurate pupil records** by updating Bromcom and other relevant systems as required.
3. **Manage lost property and confiscated items**, ensuring appropriate recording, storage, and follow-up procedures.
4. **Support key school events**, including Open Evening (September) and New Intake Evening (July).
5. **Participate in parents' evenings** on a rota basis, providing Front of House support.
6. **Order and manage stock** of stationery, learning resources, and other supplies, ensuring appropriate stock control and cost-effective purchasing.

7. **Process outgoing post** and ensure timely distribution/collection and **manage incoming post** efficiently.
8. **Maintain internal communication systems**, including staff telephone lists, directories, and pigeon/information trays.
9. **Send email, text, and digital communications** to parents and carers through Bromcom.
10. **Take minutes/notes at meetings** when required.
11. **Support the wider administration team** and undertake reception cover duties, ensuring a professional and approachable front-of-house service.
12. **Act as a nominated First Aider**, and take part in the First Aid rota.
13. **Lead on updating social media content**, ensuring posts are compliant, engaging, timely, and aligned with the Academy's communication strategy.
14. **Support the Administration Manager in maintaining the academy website**, ensuring information is current, accurate and accessible.

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	√	