

Role Profile			
Job Title	Administrator	Job No. (Office Use)	
Grade	D	Directorate	Education
Department	Schools Springfields Academy. Specialist Setting and Provision.	Reports To (Job Title)	Office Manager
Location	School Based	Shift Pattern	Part-Time, Term-Time Only
CRB Check Required	Enhanced DBS Check Required	Job Purpose	<ul style="list-style-type: none"> • Support the Office Manager with the delivery of administration and support services as required within the School. • Undertake general administrative duties as well as School specific administrative duties. • The administrator role in Springfields Academy will also require administrative oversight of a significant annual review case load. • The key specific accountabilities listed below (attendance, finance, annual reviews) will be delegated to individual administrators but all should be able to fulfil all roles required across the whole administrative function.

Decision Making	<ul style="list-style-type: none"> • The job involves working within recognised procedures. The post holder will have access to a supervisor or manager for advice and guidance.
Accountabilities	<ul style="list-style-type: none"> • Reception duties e.g. writing letters, meeting and greeting visitors, answering routine telephone and face to face enquiries and signing in visitors. • Maintain a clean, tidy and orderly admin office • Processing and distributing incoming post and sending outgoing post • Maintenance of manual and computerised records/management systems. • Maintain general email accounts (info@ and admin@), responding to queries/ directing queries as required • Attendance including regular meetings with the EWO. • Assist in the upkeep of contact records, including student, staff and trustee contact information • Ordering stationery • First aid. • Support in dispensation of medication to pupils • Assist with arrangements for visits by the school nurse, photographer etc. • Participate as required in a rota for break/ lunch supervision duties • Help to maintain general order in the school e.g. clearing lost property and tidying notice boards • Assist with the management of building and locker keys • Assist with organising meeting rooms, organising refreshments, assisting with the preparation and circulation of meeting papers • Writing minutes for meetings • Process credit card reconciliation • Process online payments for classes • Process DBS checks • Issue ID passes for staff, students and contractors • Create student timetables • Housekeeping • Organisation and facilitation of all paperwork and communications for Annual Reviews for all pupils • General administrative support for the administration team and teachers, as required • Undertake other duties as directed and commensurate with the grading of the role

Demands	<ul style="list-style-type: none"> • The post is predominately office based with limited requirements for lifting and carrying files, boxes and other general office items as well as standing and walking within the school environment. • Concentration required for periods of up to two hours at a time with some work related pressure due to conflicting demands from telephone calls and personal callers.
Working Conditions	<ul style="list-style-type: none"> • The role is mainly office based with occasional exposure to the general background noise of the school environment, especially if required to support in break / lunch duties.

Experience, Knowledge and Qualifications	<p>Essential:</p> <ul style="list-style-type: none"> • NVQ Level 2 in administration or equivalent qualification or experience. • Good knowledge of general computer packages and office equipment e.g. Microsoft Office, photocopier, telephones etc. • GCSE Mathematics and English – Grade C and above or equivalent • Knowledge of Autism* <p>Desirable:</p> <ul style="list-style-type: none"> • Previous Experience of working in a School environment is not essential but desirable • Valid first aid qualification <p>*Specific to employment at Springfields Academy North and South sites.</p>
Skills and Technical Competencies	<ul style="list-style-type: none"> • Using judgement when interpreting and resolving problems. • Good keyboarding skills for the production of routine correspondence and emails with occasional typing. • Use manual and computerised record/information systems such as HR systems • Have good verbal and written communication skills to exchange information with a range of audiences (e.g. staff, pupils* and others) • Have good IT skills including proficiency in the use of Microsoft Office products <p>*See above re knowledge of Autism</p>
Corporate Standards	<ul style="list-style-type: none"> • Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Trust's constitution and its policies and procedures. • Work within the requirements of the Trust's Health and Safety policy, performance standards, safe systems of work and procedures. • Undertake all duties with due regard to the Trust's equalities policy and relevant legislation.