

JOB TITLE	Administrator				
RESPONSIBLE TO	Operations Manager				
GRADE	5	Hours	37 per week	Weeks	39 (term time plus 5 INSETs)

JOB PURPOSE

To support the Academy in all aspects of its operational support services and administrative demands.

MAIN RESPONSIBILITIES

1.	Act as point of contact for parents and general enquiries
2.	Proactively undertake a varied range of administrative and clerical duties to support the operation of the whole school including word processing, organise and prepare letters to parents, filing, photocopying, diary management, etc.
3.	Update and extract pupil information from various computerised systems (e.g., BromCom) and provide accurate and up to date information for management.
4.	To support the processes, procedures, access and communication for the alternative provision and work placement options for students and other funded provision.
5.	Provide a word processing/publishing facility and maintain agreed quality standards for the production of documentation for circulation in school and distribution to parents, pupils and the community.
6.	Monitor and control stocks of stationery and pastoral supplies for the school, to ensure adequate stock is available and placing orders on finance system
7.	Assist with the organisation of open evenings, conferences, parent events, etc
8.	Support with pupil passes, staff ID badges, issue and collect locker keys
9.	Set up online payments and refunds
10.	Filing and archiving
11.	Check letters/emails prepared by teachers and send out to parents
12.	To manage parent access to systems
13.	To support in the preparation of whole school events, open evenings, parents evening, school trips and visits.
14.	To provide first aid provision to the academy.
15.	To ensure that all activities undertaken are done so safely and to report any unsafe practices or conditions identified as soon as possible to a senior manager
16.	To actively promote the safeguarding and welfare of pupils at all times
17.	Notwithstanding the detail in this job description the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.

PERSON SPECIFICATION

QUALIFICATIONS AND EXPERIENCE

ESSENTIAL

- Experience in a busy office / reception environment
- Educated to a minimum standard of GSCE's, ideally with Maths and English
- MS Office skills

DESIRABLE

- Relevant experience in a school or busy office environment
- First aid qualification or willingness to gain one

KNOWLEDGE AND SKILLS

ESSENTIAL

- Ability to work collaboratively as part of a team, understanding roles and responsibilities
- Ability to build and form good relationships with children, colleagues and other professionals
- High standard of interpersonal and de-escalation skills
- Able to use software and office equipment effectively
- High standard of written communication skills appropriate to the need to communicate effectively with colleagues, children and other professionals

DESIRABLE

- School MIS experience (we currently use Bromcom)

PERSONAL QUALITIES

ESSENTIAL

- Efficient with attention to detail
- Ability to work under pressure
- Able to work flexibly and respond to unplanned situations
- Able to deal appropriately with confidential information
- Commitment to the highest standards of child protection
- Recognition of the importance of personal responsibility for Health & Safety
- Commitment to the School's and Trust's ethos, aims and its whole community.