

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

JOB PURPOSE

To provide an efficient and high-quality reprographics and administrative support service to staff and students..
To support the Cover and Exams Manager with the administration of cover and exams in the event of absence (planned or unplanned) of a teacher.

MAIN RESPONSIBILITIES

1.	Operate photocopiers, printers, laminators, and other reprographics equipment. Produce, collate, and distribute printed materials such as worksheets, reports, and booklets. Monitor and manage print requests submitted by staff, ensuring deadlines are met. Ensure that printed materials are prepared to a high standard as required.
2.	Troubleshoot and resolve basic equipment faults, top-up, clean, monitor use and maintain copy machines and other equipment. Liaise with maintenance contractors as necessary to ensure whole school service is not interrupted
3.	Maintain adequate levels of paper, toner, and other consumables; reorder stock when necessary.
4.	General Administration: Prepare pupil passes and Staff ID badges Set up online payments and refunds Prepare letters/emails prepared by teachers and send out to parents Admin support for Events, Trips and Visits Monitor and control stocks of stationery for the school to ensure adequate stock is available.
5.	Act as point of contact for parents and general enquiries
6.	Assist with the organisation of open evenings, conferences, parent events, etc
7.	Update and extract pupil information from various computerised systems (e.g., BromCom) and provide accurate and up to date information for management.
8.	When required, support the Cover and Exams Manager in organising and managing daily teaching cover for planned and unplanned staff absence including allocating internal staff or supply teachers to cover lessons. Liaise with supply agencies to book temporary staff when required.
9.	To provide first aid provision to the academy.
10.	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
11.	To actively promote the safeguarding and welfare of pupils at all times
12.	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
- Excellent organisational and time-management skills
- Strong IT skills, particularly in Microsoft Office
- Educated to a minimum standard of GCSE's, ideally with Maths and English

DESIRABLE

- Experience working in a school or educational setting.
- Experience of School MIS Software – e.g. BromCom
- 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
- High level of attention to detail.
- Excellent communication and interpersonal skills.
- Ability to remain calm under pressure and prioritise competing demands.
- 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.