

**Post title: Admin & Transport Assistant 1-year temp (Maternity Cover)**



**Salary and grade: Grade 6 to 7 (Dependant on experience)**

**FTE: £20,092 - £22,627**

**Line manager/s: Office & Transport Manager**

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### **Main purpose of the job:**

To positively and actively contribute to whole school improvement through effective management of the administrative, financial provisions within the school, contributing to the development of whole school policies and procedures. The role includes the day-to-day running of the school office and the school transport staff.

To assist the Office and Transport Manager on organisational matters in line with current legislation / regulations, whilst ensuring organisation, maintenance and monitoring of school finance and personnel systems to ensure the effective delivery of service to school. To be responsible for the day-to-day running of the Home to School transport service.

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### **Key duties and responsibilities**

#### **Transport Duties**

- To manage the day-to-day running of 15 school minibuses, drivers and escorts.
- To manage and organise delegated transport requirements for all school and community visits.
- Working in partnership with the Head, Office Manager and all associated stakeholders in the risk assessment of individual pupils' requirements to ensure the safety of home to school and after school activities.
- To liaise with council-based services and other organisations to ensure the effective running of all school transport.
- To arrange the servicing and maintenance of all school minibuses.
- To develop a safe and good working practice for all drivers, escorts and school staff, with regard to transport.
- To assist in the keeping of an accurate record of all transport activities within school, including the submission of timesheets, leave of absence etc.
- To undertake appropriate training in respect of roles of responsibility.
- To liaise with administration staff informing them of any issues which will need recording centrally.
- To keep the Office & Transport informed of any issues and to meet with him periodically to discuss management of school minibuses and transport.
- To provide emergency cover for absent drivers and escorts.

- To provide all information/data required in the preparation for all school home to school contracts to include:
  1. Route planning
  2. Time implications
  3. Calculating mileage within such time allocations
  4. Allocating transport to meet each individual child's needs
  5. To arrange and attend meetings with Education Transport
  6. Provide electronic data/data input
  7. To produce and evaluate all risk assessments in accordance with the DMBC Policies in relation to school transport.

## **Administrative Duties**

- To assist in the development and maintenance of record/information systems
- Provide detailed analysis and evaluation of data and produce detailed reports/information as required for governors, such as attendance monitoring & reporting.
- Undertake word-processing and complex IT based tasks
- Produce and respond to complex correspondence
- Manage complex administrative procedures
- Be responsible for completion and submission of complex forms, returns etc. including those to outside agencies e.g. DfES
- To assist the administration of Payroll and recruitment systems.
- Assist office and reception with incoming orders and deliveries.
- Professional phone handling, assisting with phone traffic and redirecting where relevant.
- General admin responsibilities including but not limited to minute taking.
- Take a lead role in meetings centring around EHCP's with assistance of SLT.

## **Management Information Systems**

- Ensure all pupil records on MIS are accurate and kept up to date
- Produce detailed attendance reports on MIS
- Develop and monitor management information systems including CPOMS and governors documentation
- Provide detailed analysis and evaluation of data and produce detailed reports as required
- Ensure that electronic pupil attendance records are up to date and meet LA regulations
- Ensure all personnel records on MIS are accurate and kept up to date
- Maintain the confidentiality of all the School's records in relation to staff and pupils, in line with the latest requirements of the Data Protection Act, GDPR and Freedom of information Act.

## **Staffing**

- Maintain Staff records of employment
- Update Single Central Record regularly
- Contribute to the monitoring and reporting of staff absence.

## Responsibilities

- Comply and assist with policies and procedures relating to attendance, absence, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the development and implementation of the overall ethos/work/aims of the school
- Develop constructive relationships and communicate with other agencies and professionals
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Contribute to the safeguarding and promotion of the welfare and personal care of the children and young people with regard to Safeguarding and Child Protection Procedures and ensuring that confidentiality is adhered at all times
- Contribute to the overall aims and ethos of the school
- Support the running of the school building including health and safety.

## Other Duties

Other such reasonable duties as determined and delegated by the Nexus MAT CEO and Senior Leadership Team consistent with the grade of the post and the experience of the Post holder.

## Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

## Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

## Safeguarding

Nexus Multi Academy Trust School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## Person Specification

		Essential	Desirable
<b>Qualifications, Skills &amp; Knowledge</b>	NVQ Level 4 or evidence of working towards a relevant discipline.		•
	Minimum GCSE (or equivalent) Maths and English at grade A-C	•	
	Proven leadership skills	•	
	Recent, relevant professional development in current information, data and finance systems	•	
	Evidence of further professional training		•
<b>Experience</b>			
	Full working knowledge of relevant policies/ legislation	•	
	Knowledge of Microsoft office including Word & Excel	•	
	Proven experience in Schools finance including in the development, management and operation of financial management systems	•	
	Previous experience within an educational environment	•	
	In depth knowledge of school financial, personnel and administrative systems	•	
	Full working knowledge of Health and Safety	•	
	Use of systems for financial and recruitment procedures	•	
	Experience of maintenance and development of website	•	
<b>Thinking Ability</b>	Ability to manage the schools administrative and financial systems	•	
	Ability to manage, lead, organise deploy and motivate a team	•	
	Ability to formulate ideas and solutions and present them effectively to the Senior Leadership Team / Governing Body and possess high level decision making skills	•	
	Proven ability to liaise with external agencies, businesses or contractors	•	
	Ability to persuade, motivate, negotiate and influence	•	
	To be able to work under pressure in a very busy and diverse environment	•	
	Proven organisational skills. High level of accuracy and attention to detail	•	
	Prioritise, plan and organise. Ability to manage a variety of competing priorities and meet deadlines	•	
	Advance skills to use and manage ICT systems and resources effectively	•	
<b>Personal Effectiveness</b>	Excellent communication skills	•	
	Ability to work as a member of a team.	•	
	Able to respond flexibly and adapt to changing and challenging circumstances	•	

		Essential	Desirable
	Operate calmly and effectively Show initiative and self-motivation	•	
	Show commitment to a clear and shared vision for an effective organisation	•	
	Recommend and show a positive attitude to change	•	
	An ability to positively promote the school to pupils, parents, colleagues and other community groups.	•	
	Highly motivated with high expectations, a positive attitude and a good sense of humour	•	
	The ability and willingness to work in partnership with other members of the School team.	•	
	A high level of personal integrity	•	
	An approachable professional who responds well to and offers constructive advice	•	
<b>General</b>	The flexibility to meet the full range of job requirements	•	
	A commitment to safeguarding and promoting the welfare of children and young people	•	
	Demonstrate a firm commitment to the concept of Multi-Academy Trust and desire to see the Trust flourish and expand in a sustainable manner	•	
	A commitment to equal opportunities	•	
	To demonstrate success in involving parents, governors and the community in the school where appropriate	•	
	Be committed to staff development.	•	
	Promotion of positive behaviour strategies	•	