



Administrator

JOB DESCRIPTION

Role Purpose:

To provide clerical assistance and support to academy

Key Accountabilities:

Assist with the effective administration of the Academy

Main Duties

- Undertake clerical duties related to the post e.g. typing, word-processing and other IT based tasks including the production of letters, reports and schedules and operate relevant equipment/ICT packages e.g. excel, databases, spreadsheets, internet and SIMs.
- To alert line manager to any concerns through monthly monitoring systems.
- Participate with procurement and sponsorship and with the promotion and marketing of the school as part of a team.
- Make arrangements for school trips, events, travel and meetings etc., as directed.
- Provide general clerical support e.g. photocopying, filing, faxing, e-mailing, completing routine forms and responding to routine correspondence.
- Maintain manual and computerised records/returns/management information systems.
- Produce lists/information/data as required.
- Maintain and collate pupil reports information that are routinely required by the Headteacher, Regional Team and E-ACT
- Maintain stock and supplies, cataloguing and distributing as required or as directed.
- To support cross team working as and when required to ensure a qualitative and effective service is provided at all times.
- Contribute to the school ethos, aims and the development/improvement plan.
- Attend relevant meetings as required.

Administration Duties

- Comply with and assist with the development of policies and procedures relating to child protection, 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 overall ethos/work/aims of the region

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- Develop constructive relationships and communicate with other agencies/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
- To undertake any other duties appropriate to the grade of the post as requested by the Regional Operations Director.

Other duties & Responsibilities

- To perform such other duties as the Headteacher may from time to time determine commensurate with grade
- To promote equality, diversity and inclusion and demonstrate this within the role
- All staff are expected to be committed to the Academies Equal Opportunities policy
- North Birmingham Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment
- All staff have a responsibility for promoting and safeguarding the welfare of children and young people that they are either responsible for or come into contact with.
- To ensure all tasks are carried out with due regard to Health and Safety
- To undertake appropriate professional development including adhering to the principle of performance management
- To adhere to the Confidentiality and Health and Safety Policies and to any relevant Internet Code of Practice

E-ACT is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share in this commitment.

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PERSON SPECIFICATION

Whether you're a 3 year old in nursery learning to explore the world around you, an 18 year old preparing to go to university, a new teacher understanding the demands of the job, a Head Teacher leading the learning in your academy, a member of the regional team ensuring efficient and effective operations or a trustee scrutinising and challenging the CEO, we want every single person within E-ACT to be driven by three core values:

- We want everyone to **think big** for yourselves and for the world around you;
- We want everyone to **do the right thing** in everything you do, even when this means doing something that's hard, not popular or takes a lot of time;
- We want everyone to show strong **team spirit**, always supporting and driving your team forward

We really believe that if we all do the right thing, support our teams and we all think big, believe big, act big, then the results will be big too!

This means that if you want to be part of E-ACT, you need to be able to embrace and embody these values in all that you do.

OUR VALUES

Thinking Big	<ul style="list-style-type: none">• Show energy, enthusiasm and passion for what you do• Demand the highest quality in all that you do, and in the work of your team• Willing to champion new ideas and think beyond the status quo• Show an ability to think creatively and 'outside of the box' in your area of expertise, continually seeking improvements in what you do to make the organisation better• Be open to new ideas and change where it will have a positive impact on the organisation• Show a willingness to embrace different ideas and ways of thinking to improve E-ACT• Ability to 'look outside' – to continually learn about innovations in your field, new ways of doing things, and bring that learning into your work• Commitment to self-development, and developing your wider Team• Ability to self-reflect on yourself, your performance, and to think about how this could be improved further
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	<ul style="list-style-type: none"> • Ability to encourage ideas from others in order to improve the organisation and build your team's confidence
<p>Doing the Right Thing</p>	<ul style="list-style-type: none"> • Have integrity and honesty in all that you do • Make decisions that are based on doing the right thing, even when this means that they're unpopular or will lead to more work • Take responsibility and ownership for your area of work • Have difficult conversations or deliver difficult messages if that's what's required to do the right thing by our pupils • Be transparent and open • Be resilient and trustworthy • Stand firm and stay true to our mission
<p>Showing Team Spirit</p>	<ul style="list-style-type: none"> • Understand how you can have a greater impact as a team than you can as an individual • Understand how you are part of your immediate team but also a much wider organisational team, in working towards our mission • Recognise that everyone is important within E-ACT, and show an ability to build strong working relationships at every level • Recognise and celebrate the success and achievements, no matter how small, of your colleagues • Be generous with sharing your knowledge to help to develop others • Understand and be willing to receive suggestions and input on your area of work from others • Support your colleagues, even when this means staying a little later, or re-prioritising some of your work • Be aware of other peoples' needs and show an ability to offer genuine support • Show an awareness and respect for peoples' differences, and recognise how different characteristics and personal strengths build dynamic and great teams

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KNOWLEDGE, EXPERIENCE & SKILLS

Requirement	Assessed at
E – Essential	A – Application Stage
D – Desirable	I – Interview Stage
	P – During the probationary period

		E	D	A	I	P
Organisational Fit	Thinking Big	X		X	X	X
	Doing the Right Thing	X		X	X	X
	Showing Team Spirit	X		X	X	X
Knowledge	Minimum of 5 GCSEs at Grade C or above including English and Maths	X		X	X	X
	Relevant administrative qualification and/or experience	X		X	X	X
	First Aid qualification or willing to work towards	X		X	X	X
	Knowledge of GDPR requirements	X		X	X	X
	Knowledge of Safeguarding requirements	X		X	X	X
Experience	Experience of using the Microsoft Office	X		X	X	X
	Good word processing skills	X		X	X	X
	Experience of working in Administration		X	X	X	X
	Experience of working in a team	X		X	X	X
	Experience of using ICT/Management Information Systems	X		X	X	X
	Experience of working under pressure and meeting deadlines	X		X	X	X
	Experience of working in an educational establishment	X		X	X	X
Skills	Ability to work effectively within a team environment	X		X	X	X
	Ability to build and maintain effective working relationships with colleagues and pupils	X		X	X	X
	Ability to maintain confidentiality and sensitivity around information	X		X	X	X

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	Good time management skills and ability to meet deadlines	X		X	X	X
	Ability to promote a positive ethos and attributes	X		X	X	X
	Ability to develop and extend working practices	X		X	X	X
	Ability to deal with a wide range of people using multiple forms of communication	X		X	X	X
	Ability to self evaluate learning needs and actively seek learning opportunities	X		X	X	X
	Ability to use ICT and other specialist equipment and resources	X		X	X	X
	Excellent communicator	X		X	X	X
	Proactive and positive outlook	X		X	X	X
	Able to work independently, using own initiative as well as within the wider team.	X		X	X	X

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