

JOB DESCRIPTION

POST TITLE:	Administrator
JOB FAMILY:	Operations
GRADE / BAND:	Grade D (5-6)
RESPONSIBLE TO:	Operations Officer
DIRECT REPORTS:	None
WORK PROFILE:	Part time
ROLE PURPOSE:	To work under the direction of the Operations Officer to efficiently administer and maintain management information systems and data to support Academy operations function. Operate the school's administrative systems to provide efficient and effective support services to staff, pupils, parents, carers and the wider school community. Act as the central point of communication and information, whilst working with other office staff to maintain and operate an efficient and welcoming Academy office.

MAIN DUTIES AND RESPONSIBILITIES

JOB DESCRIPTION CONTENT

- Delivering front-of-house services and reception duties with professionalism, including promptly responding to telephone, email, and in-person inquiries;
- To establish positive relationships with all stakeholders, building good rapport with colleagues, parent, carers and the community;
- To provide and maintain accurate and up to date information and records including pupil information, attendance data;
- To gather, input and analyse Academy data as requested, producing reports and information as required;
- To process the administration of pupil admissions and leavers including the efficient transfer of pupil information and data to and from other schools or organisations as required;
- To prepare and submit statutory data returns including pupil and workforce census;
- In addition, to provide a general administrative function in the academy office including the administration of school admissions and the out of school service;
- Undertaking reprographic requests, handling requests for printing, copying, and scanning documents from staff, students, or clients. This includes prioritising tasks to meet deadlines;
- To ensure accurate records are kept, complying with all policies including GDPR and respecting confidentiality at all times;
- Complying with individuals' responsibilities, in accordance with the role including safeguarding and health and safety;
- To undertake any other requests in scope of administrative duties, as directed by the Operations Officer.

This Job Description is not definitive or exhaustive but is provided to give the post holder an indication of the range of activities, duties and responsibilities concerned with their employment. It may be subject to review and revision at any time at the discretion of the Trust if, in the interest and efficiency of the service, it should be deemed necessary.

The Eastern Multi-Academy Trust is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

PERSON SPECIFICATION

Description	Essential / Desirable (E/D)	Evidence method
Qualifications/Education		
English and Maths qualifications to Level 2 (GCSE A-C), or equivalent	E	A
Administration or IT qualification at level 2	D	A
Experience		
Proven experience in a busy general office environment	E	A/I
Experience of working in Education environment	D	A/I
Proven customer service experience	E	A/I
Knowledge		
Knowledge of Microsoft Office suite	E	A/I
Knowledge of Management Information Systems	E	A/I
Skills/Abilities		
Proficient in utilising information technology and computer systems	E	A/I
Able to produce reports from systems	E	I/T
Good communication skills written and verbal	E	I/T
Able to deal with pressure and prioritise with multiple deadlines	E	I/T
Calm manner and customer focused	E	I/T
Other		
Understanding of, and ability to comply with the requirements of safeguarding/Child Protection	E	I
Ability to travel	D	A/I
Ability to work flexibly outside normal hours if necessary	E	A/I

GENERAL OBLIGATIONS

- Promoting and complying with EMAT's policies holistically including (but not limited to) Safeguarding, GDPR, Code of Conduct and Health and Safety both in the delivery of services and the treatment of others.
- Complying with and promoting equality legislation to advocate inclusion, diversity and equality. Taking steps to eliminate unlawful discrimination and behaviour, to advance equality of opportunity and foster good relations.

- To carry out such other duties which are consistent with the nature, responsibilities and grading of the post.
- All staff must adhere to and comply with Data Protection, Freedom of Information and Human Rights legislation and the Authorised Professional Practice (Information Management). It is the responsibility of all staff to maintain data quality and security. Therefore, when inputting, updating and using EMAT information, you are to ensure that it is Accurate, Adequate, Relevant and Timely (AART), and that it is used / disclosed for business purposes only and kept secure. The most current guidance and advice in respect of compliance with the legislation and information / records management standards can be found on EMAT's website.
- Supervisors and managers have the additional responsibility of ensuring that staff undertake the appropriate training and fully understand and apply the required Trust policy, procedures and information / records management standards in the course of their duties. Supervisors and managers should ensure that staff understand their responsibilities in maintaining data quality and security and have appropriate processes in place to monitor compliance.

MODELLING OUR VALUES AND STRENGTHENING OUR CULTURE

Our vision is to ensure that all of our children and young people are prepared to learn for life by equipping them with the skills, experiences, and a high-quality education, empowering and motivating them to achieve their full potential now and in the future. This is underpinned by our aim to be the Educator and Employer of choice across all areas that we serve through our values of Empower, Motivate, Aspire and Transform

We model our values day to day to create an environment where all successful People within EMAT demonstrate the attributes, behaviours and outcomes that are needed in order to achieve the Trusts vision. Our actions are consistent with the seven principles of public life.

For our pupils, by ensuring all our children and young people are prepared to learn for life by equipping them with the skills, experiences, and quality first education, empowering and motivating them to achieve their full potential now and in the future.

For our People, by ensuring that at all levels of the organisation, without exception, we are committed to challenging ourselves and each other in the pursuit of professional standards, excellence and making EMAT an outstanding place to work and belong.

Our behaviours will be embedded in leadership and development training, recruitment and selection, promotion, development programmes and appraisal/PDR.

Our Cultural Expectations are:

1. Concern for People
2. Providing Opportunity to others and assisting in Self Development
3. Creating a culture of empowerment, motivation, achievement and transformation
4. Encouraging Team effort
5. Maintaining fairness, honesty and integrity
6. Having open, consistent and regular communication with each other
7. Encouraging Community and Inclusion
8. Encouraging Creativity
9. Being committed to Quality and Efficiency
10. Remaining attentive to our commercial needs
11. Dedication to improvement
12. Building EMAT on a basis of need

NOTES

This job description records the principal responsibilities of the job at the date shown. The job description will be reviewed periodically through Job Evaluation and Professional Development Reviews (PDR), in conjunction with the workforce Establishment, organisational Structures and Organisational Design (OD).

Reasonable adjustments, Flexible Working and Equality considerations are in line with the Equality Act 2010.

Key:

AF/E	Eligibility (this will be checked by the recruitment team)
AF	Application Form
C	Certificate
T	Test
I	Interview

Candidates who do not demonstrate on the application form, criteria assessed at eligibility stage AF/E, may not be considered for short-listing.

Candidates who do not demonstrate on the application form, criteria identified as essential and being assessed at application stage (AF), may not be shortlisted.

All essential criteria above will also be discussed within EMATs – Professional Development Review (PDR) meetings.

The desirable criteria marked with an asterisk will be desirable at selection stage but will become essential once in post and will be discussed in Professional Development Review (PDR) meetings.

A good attendance record will be assessed in accordance with current guidelines. For recruitment purposes this can only legally occur following a provisional offer, at which stage the offer can be rescinded. Consideration will be given to disability related absence/maternity related absence in line with current guidelines and equality legislation.

As well as assessing candidates against criteria outlined in the Person Specification, the selection process will also include candidate assessment in relation to the cultural expectations.

For more information on our cultural ethos please visit our website: <https://www.eastern-mat.co.uk/>