

Job Description

Job title	Administrator
Evaluation reference	MVLT 5
Grade/salary	E
Responsible to	
Hours of work	
Base	Xx with requirement to work from any Trust school across Sefton from time to time, if so directed.
Key relationships	Senior Leaders, Senior Operations Managers, Internal and External Stakeholders

Job statement (purpose)

- To provide administrative and organisational services to the school under the management and guidance of senior staff.

Indicative knowledge, skills and experience

- Experience of development, management and operation of administrative systems.
- Working at or towards current national qualifications level 3.

Responsibilities

Key duties

- Provide administrative and organisational services to the school/Trust.
- Liaise with pupils, parents/carers.
- Liaise with other staff and external agencies.
- Undertake general clerical and administrative activities assisting with the general day-to-day operation of the school or central trust including using Microsoft Office to an advanced level and other software/applications to produce documentation, reports etc requiring knowledge of various ICT packages and operation of standard office equipment.
- Produce correspondence, emails, communications, lists or any other information and data as requested by senior staff.
- Analyse and evaluate data and information and run reports.
- Organise meetings and take notes.
- Process forms, returns, etc., including those to outside agencies
- Contribute to the planning and development of administrative procedures and systems.
- Allocate work to administrative staff at lower levels on a regular basis.
- Demonstration of tasks to more junior colleagues on a regular basis.

Individuals in this role may also have to undertake some or all of the following:

- Respond to reception and visitor enquiries.
- Organise arrangements for school visits and events.
- Monitor pupil attendance and run reports.
- Undertake basic HR administration.
- Monitor and manage a limited range of stock within an agreed budget.
- Assist with producing marketing and promotion material for the school including administration or the school website.

Accountability

- The post holder will be responsible for managing their own workload.
- The post holder is accountable for ensuring that duties are carried out in accordance with generally accepted best practice and the Trust's policies and procedures.
- Assist in developing training programme for support staff.
- To work co-operatively with others towards shared goals.
- To promote and ensure the health and safety of students, staff, and visitors always.

Professional development

- Undertake appropriate and regular training and development to maintain knowledge and improve practice.
- Attend briefings and participate in professional development opportunities.
- Keep up-to-date with current educational developments and legislation affecting health, safety and compliance.
- Participate in regular performance management for self and lead appraisal reviews for direct report staff.

Safeguarding

To be aware of and work in accordance with the Trust's child protection policies and procedures in order to safeguard and promote the welfare of children and young people and to raise any concerns relating to such procedures which may be noted during the course of duty.

Health and Safety

The post holder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Trust's Health and Safety Policy and in any risk assessments relevant to the jobholder's role or circumstances.

Confidentiality and Data Protection

The post holder is expected to comply with the provisions of the Data Protection Act 2018. Any information that they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy. Nothing shall prevent you from disclosing information which you are entitled to disclose under the Public Interest Disclosure Act 1998 (as amended), provided the disclosure is made in accordance with the provisions of the Act. The Trust's Whistleblowing Policy is available on the shared drive.

Equality and Diversity

Mersey View Learning Trust is committed to equality and values diversity. As such, the Trust is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. The duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The post holder is required to treat all people they come into contact with, with dignity and respect and is entitled to expect this in return.

Training and Development

Mersey View Learning Trust has a shared responsibility with the post holder for identifying and satisfying training and development needs. The post holder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting safeguarding and general obligations.

Mobility

The post holder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions

The post holder is also required to

- Undertake a systematic study of practice with a consequent programme of self and professional development to ensure that the necessary skill, knowledge and understanding are kept up to date.
- Be aware of and comply with all Trust and school-level policies. It is important that all staff keep up to date with current policies and any concerns are reported to the relevant named persons without delay.
- To promote equality, diversity and inclusion and demonstrate this within the role.
- To play a full part in the life of the school community, to support its distinctive mission, aims and the ethos.
- To set an example of positive personal integrity and professionalism with appropriate communications and relationships at all levels.
- To undertake such other duties which may be regarded as within the nature of the duties and responsibilities for the grade of the post as defined and subject to any reasonable adjustments under the Equality Act 2010. Any changes of a permanent nature will be incorporated into the job description.

Endorsement

This job description reflects the major tasks to be carried out by the job holder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the salary grade for the job. The jobholder is expected to comply with any reasonable management requests.

Declaration

I accept this job description.

Print Name:

Signature:

Date:

Person Specification

Administrator

Category	Essential/ Desirable
Qualifications and Training	
<ul style="list-style-type: none"> GCSE or equivalent level including at least a grade 5 (grade C) in English and Mathematics. 	E
Experience	
<ul style="list-style-type: none"> Comprehensive administrative support. Providing professional front-of-house services. Used to working in a busy environment and expertise across the full range of office systems and administrative procedures. A range of Microsoft Office packages (e.g. Word, Excel, Outlook, PowerPoint). Minuting meetings. Education sector experience. 	E E E E E E
Knowledge and Skills	
<ul style="list-style-type: none"> Knowledge of a range of administrative procedures acquired through appropriate training and/or equivalent experience. Diary management and meeting coordination skills. Skill with website content management systems or a willingness to learn. Basic knowledge of social media platforms and digital communications. A high degree of accuracy and attention to detail maintaining own time management. Ability to work autonomously but able to recognise when it is appropriate to seek advice. 	E E E E E E
Personal Qualities	
<ul style="list-style-type: none"> Self-starter and motivated. Creative thinker with the ability to bring fresh ideas to communications. Effective organiser. Excellent interpersonal skills. A calm and methodical approach. Proactive and resourceful. Flexible and adaptable to changing demands. Ability to cope with tight deadlines. Genuine passion for and a belief in the potential of every student, whatever their background or personal characteristics, and a clear understanding that all roles in the Trust and our schools, including support roles, are focused on student achievement. 	E E E E E E E E E

<ul style="list-style-type: none"> • A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and a clear understanding of how and when to take appropriate action. 	E
<ul style="list-style-type: none"> • High levels of honesty and integrity, with an unbending commitment to equality, diversity and inclusion. 	E

The above qualities will be assessed through a comprehensive recruitment process, which involves application analysis, scrutiny of reference and interview.

The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent and must be eligible to work in the UK.