

ADMINISTRATOR

RECRUITMENT PACK



Thank you for your interest in a career with The Futures Trust. We hope that this recruitment pack provides you with all the information you need to start your journey with us.

The Futures Trust is a growing Trust with four primary schools and five secondary schools located in Coventry, Warwickshire and Leicestershire. We have 8,000 pupils in our schools and over 1,000 colleagues work for the Trust supporting our school community.

The Trust is committed to building brighter futures for everyone. This commitment is underpinned by 3 clear values:

1. Students first

Teachers and leaders totally focused upon the educational benefit of our students.

2. It's about learning

Students, teachers and leaders focused upon developing and improving their learning.

3. No barriers

No excuses, only support to ensure student, teachers and leaders maximise their achievement.

It is an exciting time to join the Trust. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn and grow.

If you join The Futures Trust team, you will be part of a professional learning community totally focussed upon learning and dedicated to ensuring learners achieve their potential and build their own bright future. We look forward to hearing from you.





President Kennedy School is an outstanding school that is committed to Building Brighter Futures for all of its students.

A crucial part of Building Brighter Futures is providing a high-quality educational experience delivered through an academic curriculum and an exceptional programme of enriching experiences. We are looking to expand our team of dedicated professionals who excel in their field.

Sam Rooke, Headteacher

JOB TITLE:	ADMINISTRATOR
OPPORTUNITY:	<p>This is an exciting time to join The Futures Trust. We are seeking to appoint an excellent Administrator to join President Kennedy School.</p> <p>You will be part of a small, busy team which ensures that all students are able to achieve their best through providing efficient and effective centralised administrative support to the school. You will be key in supporting students, parents and the local community to receive our key messages and will have an understanding of the key values of our school.</p>
REPORTING TO:	Operations Manager
LOCATION:	Based at President Kennedy School with a requirement to travel to work at or for schools in the Trust
SALARY/HOURS:	Grade 3 – £21,822 - £22,938 per annum (pro-rata salary), 42 weeks Mon – Thu: 8.00 am – 4.00 pm & Fri: 8.00 am – 3.30 pm
BENEFITS:	<ul style="list-style-type: none"> • Competitive rates of pay • Extensive professional development opportunities across the Trust • Career pathways across the Trust • Teacher/Local Authority Pension Schemes • Online retail discount • Employee Assistance Programme • Family Friendly policies to support family & carer commitments • Flexible Working Arrangements

JOB DESCRIPTION



Job Purpose:

To work as part of a busy team providing a professional, efficient and effective centralised administrative support to the school.

To ensure that students, parents/carers and the local community receive our key messages and have an understanding of the core values of our school.

Duties and responsibilities

- Provide an excellent customer service on behalf of the school by acting as the first point of contact, screening and referring as necessary via phone calls, email and our systems. This will require liaison with a number of key stakeholders including: staff, parents, students, the Local Authority, The Futures Trust colleagues, Governors and other external organisations. The main working areas are Reception, Main Office and Student Reception.
- Support the Visitor Management process ensuring that appropriate safeguarding checks have been conducted for any visitor /contractor in the school in accordance with the school's Visitor Management Policy.
- Provide efficient and effective centralised administrative support to the school where needs demand, subject to prioritising of work by the Operations Manager.
- Provide First Aid support to students, staff, visitors and contractors as required.
- Deliver administrative support for Health and Safety –including maintaining First Aid supplies across the school and accurate recording of accident/incidents/near misses.
- Implement appropriate procedures and computer-based systems relating to the recording of student information, e.g. attendance information.
- Liaise with other internal departments to ensure student information is disseminated in accordance with school procedures.
- Ensure adequate supplies of stationery for the administrative team.
- Support the reporting of repairs/defects regarding the school buildings to the Site Services team and report ICT faults to ICT Support via the online reporting system when necessary
- Responsible for the day to day operation of office equipment.
- Responsible for the collection of outgoing mail and the distribution of incoming mail.
- Maintain and update student records across the year groups, including updating SIMS where necessary with details of Achievement, Behaviour and Intervention.
- Send positive and negative text messages to parents daily.
- Manage a number of inboxes ensuring that communications are processed accurately and efficiently.
- Send notifications to parents including student absence (Keeping Kids Safe) and out of hours activities including Enrichment activities, Intervention Groups, Revision Groups and Detentions.
- Support in the administration of the school's Parent Pay online payment management system, providing letters and login/password details to parents and carers upon request.
- Attend and note action points from OB2L Meetings and distribute within agreed timeframes
- Update Enrichment Tracker/Reward Tracker.

- Produce weekly reports regarding Attendance, Student Behavior and Intervention.
- Support the school with the promotion, publicity and marketing requirements of the school, including assisting with Parent Consultation Day, Open Evening and other events.
- Support with organisation, hospitality and the delivery of school events, including the setting up and clearing away, attending Management Group meetings.
- Work proactively in planning ahead for the school's calendared events, including school trips.
- Support the co-ordination of Trust-wide events and activities.
- Assist with updating the school social media with details of news and events.
- Disseminate the weekly school newsletter by email and social media.
- Undertake such duties as are within the scope and spirit of the job purpose, the title of the post and its grading and as directed by the Operations Manager.

Line Management

- The job involves no direct responsibility for the supervision, direction or co-ordination of other employees. The work may involve demonstration of own duties, or providing advice and guidance to new employees or others.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role of School Administrator are up to date.
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.

PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria	Measured By
Education and Qualifications	<ul style="list-style-type: none"> Achieved 5 GCSEs or equivalent including English and Maths at Grade 4/C or above. First Aid at Work qualification (or willingness to be trained if not qualified) 	<ul style="list-style-type: none"> Business or administrative qualification. 	Application form
Skills and Abilities	<ul style="list-style-type: none"> Able to communicate effectively both verbally and in writing with a range of audiences. Ability to take accurate information from people over the phone and in person and relay to appropriate parties. Able to maintain the highest levels of confidentiality and data security. Organised; can prioritise and work well under pressure, with the ability to work to strict deadlines in a busy reactive environment exercising attention to detail. Good interpersonal skills and the ability to handle difficult situations in a patient, calm and effective way. Good problem solving and analytical skills. Have the ability to analyse problems and formulate different approaches leading to resolution. Able to present themselves and the school positively and professionally, in both conduct and appearance. Able to work with adults and students. Able to work in accordance with the School's safeguarding policies and procedures. Able to self-evaluate learning needs and actively seek learning opportunities. Ability to work independently using own initiative with minimum supervision and collaboratively to ensure the delivery of agreed workload. Can interpret and present written and numerical data in formats including spreadsheets and written reports. Able to consistently produce high quality work and maintain accurate records. 	<ul style="list-style-type: none"> Accurate proof-reading skills. Ability to think creatively 	Application / Interview

	<ul style="list-style-type: none"> Physically able to carry out the requirements of the role, with the ability to adapt to new work demands, working practices and technology. High level of ICT skills including a high level of proficiency in Microsoft Excel, Word and database understanding and the ability to adapt to new ways of working in this area. 		
Experience	<ul style="list-style-type: none"> Experience of working with adults and/or students. Experience of working as a member of a team. 	<ul style="list-style-type: none"> A minimum of 2 years' experience working in an office or customer services environment. Experience of writing agendas and accurate concise minutes. Involvement in communicating with adults and/or students. Experience of using SIMS desirable, however full training will be given. 	Application / Interview
Knowledge and understanding	<ul style="list-style-type: none"> Understanding of what excellent customer service looks like. Excellent knowledge of the services that are provided by a school. Understanding of how to provide service. Basic knowledge of equal opportunities in the workplace. 	<ul style="list-style-type: none"> Knowledge of office procedures. An understanding of SIMS. An understanding of Safeguarding and Child Protection. 	Application / Interview
Other requirements	<ul style="list-style-type: none"> Committed to their own professional development. Committed to and able to promote the aims of the school and the values of the Trust: Learners First, It's about Learning, No Barriers. A flexible approach to working hours. 		Application / Interview

HOW TO APPLY

CLOSING DATE:	Friday 16 August 2024
INTERVIEWS:	tbc

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team on tel: 02477 102134.

To apply for this post, please download an application form from [HERE](#) and return to recruitmentadmin@thefuturestrust.org.uk

On application please read the following policies found [HERE](#)

- President Kennedy Safeguarding & Child Protection Policy
- Safer Recruitment Policy
- Suitability Policy
- GDPR Privacy Notice for Applicants

The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment.
The successful candidates for all positions will be subject to an enhanced DBS check and Social Media check.