

Administrator

Employment details	
Location	Sulby Avenue, Middlesbrough, TS3 8RD.
Reports to	School Business Manager
Hours of work	Term Time (plus 1 week)
Grade	NJC SCP 8 (£2,000 annual uplift, for specialist duties)

To work under the guidance of the SBM as the administrative support to the Academy, staff and students. The post holder may be requested to undertake any but not necessarily all of the following duties. Duties required will be directed by the Headteacher and School Business Manager, according to the school's needs.

Key accountabilities

- Inputting pupil data.
- Managing pupil database (MIS).
- Record Keeping and filing.
- Producing standard letters.
- Perform Receptionist duties.
- Sorting and delivering post.
- Ordering supplies and equipment.
- Bulk photocopying.
- Collecting money from pupils and parents.
- Liaising with school nurse to arrange injections and medicals.
- Administering free school meals, recording and reconciliation.
- Assisting with free school meal reclaims.
- Completing asset register.
- Stocktaking.
- Sending out requests to parents for pupil data updates.
- Cataloguing, preparing, issuing and maintaining equipment and materials.
- Collating pupil reports.
- Supporting with exams.
- Completing the spring and autumn term school census, annual sort out procedures.

- Conducting hardware audit and dispose of old equipment.
- Taking minutes/actions at meetings.
- Dealing with queries from suppliers.
- Processing invoices.
- Processing purchase requisitions.
- Organising receipts and purchasing.
- Provide free school meals application forms to all new parents and make sure eligible pupils are registered.
- Line manage receptionist.
- Welcome visitors
- Take phone calls.
- Reply to email enquiries.
- Oversee the function of the access Gate.
- Communication with parents.
- School diary.
- ID Badges.
- Asset management.

SPECIALIST DUTIES: SEND Administration

- Request evidence from stakeholders for the application of annual reviews/new EHCPs
- Request EHCP paperwork in a timely manner
- Arrange meetings with internal staff to collate required information and data
- Complete the track changes within the ECHP alongside Tutor/TA
- Send documents to stakeholders in a timely manner
- Arrange Annual Review meetings and timetable these effectively
- Complete parent and pupil views
- Attend Annual Review meetings with the SENCo and update documentation accordingly through the meeting using tracked changes
- Upload EHCP documents, meeting details and paperwork on to School Management Information System
- Update Annual Review/EHCP internal tracker as required
- Monitor and report to the SENCo the completion of Target Tuesday conversations

RTMAT is committed to safeguarding the welfare of children and new, successful, candidates will be subject to an enhanced DBS disclosure and Barring service check. An online search may be undertaken as part of the recruitment process, on information available in the public domain. Candidates should disclose anything that may be relevant to the application.

- Support the SENCo and Exams Officer with the application and documentation from pupil exam concessions

SPECIALIST DUTIES: Designated Teacher Support

- Arrange meetings with internal staff to collate required information and data.
- Liaise with teachers and relevant staff to review and set pupil targets.
- Populate the Designated Teacher Documentation in collaboration with internal staff team.

This job description is not an exhaustive list of duties and the post holder will be required to undertake and other reasonable duties as discussed. The job holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations.

Diversity is also important to RTMAT, and we value difference through inclusiveness. By including everyone the Trust is a better place to work, and we can provide a better service. As an employer, we understand the importance of diversity and difference and we aim to be a fully inclusive Trust.

We welcome people from all ethnicities, genders, sexual orientations, socio-economic classes, religions, disabilities and ages. We aim to include voices of people of from all.

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Person specification

Qualifications and training	
Essential	Desirable
<ul style="list-style-type: none"> • GCSE English and Maths Grade A*- C (grade 4+). 	<ul style="list-style-type: none"> • ICT Qualification. • Training in school management information systems.
Experience	
Essential	Desirable
<ul style="list-style-type: none"> • Demonstrable experience of working with systems and procedures. • Experience in Administrative systems. 	<ul style="list-style-type: none"> • Experience of working in a busy environment. • Experience of working in a School/Academy.
Knowledge & skills	
Essential	Desirable
<ul style="list-style-type: none"> • Good ICT Skills. • Excellent organisation skills and ability to prioritise workload. • Excellent interpersonal and communication skills, in person, telephone and written. • Ability to work independently and as part of a team. • The ability to use discretion, patience, tact and respect for confidentiality. • Willingness to develop skills and work collaboratively and as part of a team. • Commitment to equal opportunities and the ability to recognise the needs of different service users. 	<ul style="list-style-type: none"> • Good knowledge of Child protection policy and safeguarding procedures. • Evidence of own continuous personal and professional development.

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<ul style="list-style-type: none"> • Ability to be able to travel to other sites. • Evidence of own continuous personal and professional development. 	
Personal traits	
The successful candidate will be	
<ul style="list-style-type: none"> • Able Demonstrate personal enthusiasm and commitment to education aimed at making a positive difference and raising standards. • Demonstrate personal and professional integrity, including modelling values and vision. • Commitment to support the aims of the MAT. 	

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