



Administrator.
Grade: Band 3, Points 3-4

The success of the Bridgwater and Taunton College Trust will be underpinned by two fundamental beliefs:

Students come first: First and foremost, the purpose of the Trust is to enable students to achieve their potential, and it is this principle that drives how we make decisions and how we act. It is expected that anyone who joins or forms part of the Trust shares this philosophy.

We are team players: Whilst every colleague has a specific role to fulfil, we expect all staff to communicate with compassion, treat others with positive regard, collaborate and behave with professionalism. In our colleagues we seek energy, passion, initiative and cooperation, as well as acting in a way that promotes a positive image of the Trust in the wider community.

Our values

We are ambitious, collaborative and inclusive.

We believe that every role contributes to our students achieving. We are a values driven organisation and strongly feel a shared sense of purpose. We behave in a way that puts our students at the forefront of our actions and decisions making, we champion equality of opportunity and respect our colleagues, our students and our community. We believe passionately that all individuals are entitled to learn and should be encouraged to do so.

Core Purpose

The role involves managing all school administration and record-keeping tasks using the Arbor system, while also supporting the wider admin team with general administrative duties, reception cover, and communication with parents. Additionally, the position includes coordinating and organising key school events such as Parents' Evenings, Open Days, and Transition activities.

Main Responsibilities

The responsibilities of this role could vary as a result of new legislation, changes in technology or policy changes. This job description is not an exhaustive list of tasks of the role.

- To administer key processes on Arbor including the school census, end and start of year processes, student admissions, staff access and preparing reports where necessary.
- Ensure the process of student admissions and the recording of student leavers is administered in a timely and accurate manner.
- Arrange and administer booking systems for school events, including Parents Evenings.
- To process suspensions and permanent exclusions, notifying the local authority as required.
- Provide welcoming and professional support for the school reception, answering emails and over the phone.

Other Duties

- To attend mandatory training courses, e.g., Child Protection, Equal Opportunities and Health and Safety related courses
- To promote and celebrate an approach of equality, diversity and inclusion for all colleagues, students and external stakeholders.
- Responsible for the health and safety of themselves and others
- Responsible for the safeguarding of and promotion of wellbeing for both children and colleagues
- To be a team player and contribute towards the vision, culture and ethos of the Trust
- From time to time you may be required to carry out other duties commensurate with the role.

Person Specification

Area to be assessed	Essential criteria	Desirable criteria
Safeguarding	Must be able to demonstrate a commitment to the safeguarding and well-being of children and young people.	
Qualifications/Experience	<p>Ideally to have at least 5 GCSEs at grade C (or equivalent) or above, to include English and Maths</p> <p>Competent in the use of a wide range of IT packages</p> <p>Have a high degree of professionalism, tact, diplomacy and discretion, able to maintain confidentiality</p>	Committed to continuous professional development, seeking opportunities to constantly improve their practice
Knowledge/Skills	<p>To role model the fundamental philosophy of the Academy, namely that: Students come first, and all colleagues work collaboratively and cooperatively together</p> <p>Have excellent customer service skills</p> <p>Have outstanding organisational skills</p> <p>Have exceptional communication and interpersonal skills</p>	Have the ability to be flexible and adaptable to meet the changing needs of the Academy