Job Title: Administrator	**Pay Scale:** PPS 6
Normal Place of Work: The Priory Pembroke Academy	**Line Manager:** Academy Headteacher's PA
Role Summary: To act as the professional face of the Academy in the role of Administrator in the main academy office and reception, and to ensure provision of a range of administrative functions to support the Academy.	

DUTIES AND RESPONSIBILITIES

1. Supervision of the administration team, including:
    - Organising work streams for the admin team to ensure deadlines are met and workloads are efficiently managed;
    - Standing in for colleagues, in the event of their absence.

2. Supervising of the provision of reception and switchboard support to the Academy, including:
    - Receiving, signing in and dealing with visitors to the Academy;
    - Ensuring all safeguarding procedures are followed when dealing with visitors to the Academy;
    - Overseeing the operation of the Academy's switchboard;
    - Overseeing the filtering of emails coming into the Academy on a general e-mail account and ensuring they are dealt with correctly.

3. Ensuring the smooth running of the Academy's administrative function, including:
    - Providing all staff at the Academy with an admin service;
    - Ensuring a photocopying service for all staff within the Academy;
    - Overseeing outgoing mail;
    - Maintain a booking system for meeting rooms and event spaces.

4. Supervising the raising of purchase orders and processing invoices through PS Financials where necessary.

5. Be an appointed person first aider in the Academy.

Key Relationships

The post holder will be expected to develop and maintain good relationships with

Headteacher, SLT and all Trust staff	To ensure a high quality service is provided that meets the needs of the Trust
• Parents and Students	
• Visitors	

Generic Responsibilities

- Represent and promote The Priory Federation of Academies' values internally and externally.
- Ensure that the Trusts internal customers receive an excellent customer service experience in all dealings with the service.
- Deliver your day-to-day duties consistently with the agreed service level.
- Act as a champion for change and improvement, constantly enhancing quality.
- Contribute to the annual quality review of the service and the programme of continuous improvement.
- Actively promote and act, at all times, in accordance with Federation policies, e.g. Health and Safety, Equal Opportunities and Safeguarding.
- Make a commitment and contribution to improving standards for pupils, as appropriate.
- Contribute to the maintenance of a caring and stimulating environment for pupils.
- Undertake other duties commensurate with the job level.

The post holder will interact professionally with colleagues to ensure understanding and awareness of responsibilities of all colleagues and undergo any relevant training.

Elements of this job description may be changed following consultation with your line manager.

TERMS OF EMPLOYMENT

All offers of employment are subject to The Trust receiving proof of identity, two satisfactory references, satisfactory health and enhanced DBS checks, a signed Code of Conduct, evidence of your relevant qualifications and successful completion of a 6-month probation period.

HEALTH AND SAFETY

All employees are responsible for reading, understanding and carrying out the requirements of The Trust's Health and Safety policy and for informing a relevant person if they become aware of any non-compliance with the policy or of any identified training needs.

HOURS OF WORK

The Academy day is between 8:00 am and 6:00 pm. A flexible approach to working is expected as some tasks may be required to be carried out in the evenings and during holiday periods.

CONTINUAL PROFESSIONAL DEVELOPMENT

The Trust requires individuals to identify and analyse their own training and development needs and to actively participate in the design of a development plan to meet these needs and the needs of the Academy. This may be achieved through an appraisal process.

The post holder should recognise and take advantage of development opportunities and should periodically review their own progress towards meeting previously agreed goals.

CONDITIONS OF SERVICE

Governed by the National Agreement on Pay and Conditions of Service supplemented by local conditions as adopted.

SPECIAL ARRANGEMENTS

The post holder may be required to work outside of normal academy hours on occasion, with due notice.

SAFEGUARDING STATEMENT

The Priory Federation of Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

EQUALITY, DIVERSITY AND INCLUSION

The Priory Federation of Academies Trust is committed to maintaining a diverse workforce and an inclusive environment for all. Our aim, embedded in the Trust Values, is to enrich our workforce at every level and we encourage applications from all under-represented groups.

Person Specification –Administrator

		Essential	Desirable	How assessed*
	EXPERIENCE			
1	Recent and relevant experience of working in a busy office environment	**X**		AF/IV/R
2	Ability to organise and prioritise own work, and work on own initiative	**X**		AF/IV/R
3	Capable of working without supervision	**X**		AF/IV/R
4	Networking within an organisation and working collaboratively with internal and external customers	**X**		AF/IV/R
	EDUCATION/TRAINING/QUALIFICATION			
5	GCSE English and Mathematics Grade A-C or equivalent	**X**		AF/CERT
6	Level 3 Business Administration Qualification or equivalent	**X**		AF/CERT
7	ECDL IT qualification or equivalent		**X**	AF/CERT
8	Proficient in the use of email and the internet	**X**		AF/CERT
	SPECIAL KNOWLEDGE			
9	Extensive knowledge and application of Microsoft packages - Excel, PowerPoint, Access, Word, Publisher	**X**		AF/IV/R
	SKILLS – DISPOSITION			
10	Confidentiality	**X**		AF/IV/R
11	High order communication skills	**X**		AF/IV/R
12	Organised, professional, effective time management	**X**		AF/IV/R
13	Exceptional interpersonal skills	**X**		AF/IV/R
14	Ability to multi-task	**X**		AF/IV/R
15	High order customer service skills	**X**		AF/IV/R
16	Ability to work under pressure and achieve deadlines	**X**		AF/IV/R
17	Must accept and actively support The Federation's agreed values	**X**		AF/IV/R

*Key to how skills are assessed:

AF = Skill assessed via application form
AT = Skill assessed via test/work-related task
IV = Skill assessed via interview
Cert = Certificate checked at interview

I have read and accept the content of the job description.

Signed Line Manager: ..... Dated: ……

Employee Name: ……

Signed Employee: …… Dated: ……