

<b>Salary:</b>	NJC Pay Scale, Grade D
<b>Responsible to:</b>	Line Manager
<b>Date of Job Description:</b>	23/11/2021

## Purpose of the Role:

To provide administrative, financial and organisational services to the school under the general direction or guidance of senior staff.

## Main Tasks and Responsibilities

### General Duties:

- To act in accordance with FCAT's policies and procedures.
- To act as a role model and work in accordance with the Trust values: pride, ambition, respect, resilience, integrity and excellence.
- To encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within FCAT and our academies.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day. To ensure compliance with FCAT's Health and Safety Policy at all times.
- To adhere to FCAT's Safeguarding policy and procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- Any other tasks and responsibilities reasonably appropriate to this post and grade.
- To attend mandatory training and participate in performance development as required.
- To work in support of the Team FCAT Work and Wellbeing Charter.

### Key duties:

1. Provide administrative, financial and organisational services to the school within set frameworks;

2. Liaise with other staff, pupils, parents/carers and external agencies;
3. Analyse and evaluate data and information and run reports providing information needed in a timely way;
4. Undertake word-processing and IT based tasks including operation of relevant equipment and advanced ICT packages;
5. Organise meetings and take notes;
6. Process forms, returns, payroll etc., including those to outside agencies;
7. Contribute to the planning and development of administrative procedures and systems;
8. Responsible for the maintenance and updating of records systems, attendance, school payments and nursery administration and finance;
9. Maintain confidentiality and adhere to safeguarding procedures.

Individuals in this role may also:

1. Respond to reception and visitor enquiries;
2. Organise arrangements for school visits and events;
3. Monitor pupil attendance and run reports;
4. Undertake personnel administration, such as payroll and DBS checks;
5. Assist with preparing and monitoring the school's budget and financial procedures;
6. Responsible for the selection, ordering, monitoring and distribution of supplies within an agreed budget;
7. Assist with marketing and promotion material for the school;
8. Coordinate the administration of school lettings, including the use of school premises;
9. Mentor or supervise administrative staff at lower levels.

### **Indicative knowledge, skills and experience**

- Experience of development, management and operation of administrative/financial systems and procedures;
- National qualifications level 2, GCSEs or relevant experience;
- Experience of dealing with some issues that are more complex, requiring well developed communication skills;

- Analytical skills for monitoring and analysis of attendance data or budgets.
- Sims and Microsoft excel experience desirable