

## Business Administrator (Grade D)

### Job Description

#### Key purpose of the role

Enable the Trust to realise its mission to 'Transform lives, strengthen communities and make the world a better place by providing a high-quality and effective administration service for the school.

#### Your responsibilities

- Provide executive administration support for the Head of Business Support/Headteacher's PA and the Senior Leadership team.
- Co-ordinate an effective administration function for the school providing the full range of duties which may include attendance, student services, behaviour and curriculum support
- Respond to administration queries from students, parents/carers and other visitors ensuring more complex matters are actioned appropriately
- Liaise with staff, parents/carers and external agencies
- Arrange and support meetings, training and events
- Support the wider administration team to offer resilience and provide cover
- Maintain computerised and manual records for the school
- Produce reports, correspondence and other school communications
- Maintain an up-to-date knowledge of the procedures and processes for safeguarding the welfare of children and actively promote best practice
- As the HR link work in conjunction with the Trust to welcome, retain and develop our employees.
- Proactively promote the school, leading tours for prospective parents/carers/employees as necessary

#### Grading criteria

- Support colleagues to familiarise themselves with their role
- Establish the best course of action using a range of recognised procedures
- Identify the need, assess the situation and initiate action, providing comprehensive guidance, advice and support.
- Undertake work where there is a wide range of choices, where advice is not normally available and/or decisions where policy, procedures and working standards provide only general guidelines
- Make decisions which have a material effect on internal operations of their own or other departments.
- Work may be subject to interruption but the program of tasks will not be subject to significant change.
- Good standard of practical knowledge/skills to be able to undertake more complex tasks

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### Person Specification

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>NVQ3/A Level in a relevant discipline or an equivalent level of knowledge and experience.</li> <li>GCSE (or equivalent) in English and Maths</li> </ul>	<p>Essential</p> <p>Essential</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Administrative Experience</li> <li>Administrative experience in an educational setting</li> </ul>	<p>Essential</p> <p>Desirable</p>
<b>Key skills</b>	<ul style="list-style-type: none"> <li>Excellent organisational skills and ability to meet deadlines</li> <li>Good knowledge of ICT</li> <li>Able to use own initiative</li> <li>Excellent team player</li> <li>Maintain confidentiality and adhere to Data Protection regulations at all times</li> <li>Able to fulfil all aspects of the role with confidence and fluency in English</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
<b>Values</b>	<ul style="list-style-type: none"> <li><b>Ambitious:</b> works hard, has the highest standards and is positive for the future.</li> <li><b>Selfless:</b> is self-aware and emotionally intelligent to be able to support self and others to thrive. Works selflessly to support the Trust's mission and strategic priorities.</li> <li><b>Collaborative:</b> builds strong relationships and networks.</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p>
<b>Job Evaluation</b>	<p>JE Job Number: AD4</p> <p>JE Score: 370</p> <p>Grade: D</p>	