



## Trinity Academy

### General Administrator

#### Job description

<b>Job title</b>	General Administrator
<b>Location</b>	Trinity Academy
<b>Salary</b>	N6-N13 FTE £25,989- £29,064 Actual £23,540- £26,325
<b>Role Summary</b>	To provide first rate administrative support across our professional services team including financial and human resources administration and reception duties. To support the school in running as smoothly as possible and maximising learning opportunities for our students.
<b>Working pattern</b>	37.5 hours per week (part time requests will be considered).
<b>Responsibilities</b>	<p>The tasks required will be many and varied but will cover three key areas:</p> <p><b>HR</b></p> <ul style="list-style-type: none"><li>• Copying, filing, letter writing, post etc</li><li>• Data entry and modification</li><li>• Liaising with external agencies</li><li>• Managing the school's HR email account</li><li>• Running HR reports</li></ul> <p><b>Finance</b></p> <ul style="list-style-type: none"><li>• Data entry and modification</li><li>• Making purchases</li><li>• Overseeing taxi bookings</li><li>• Using the Trust's purchasing system</li><li>• Managing the school's finance email account</li></ul> <p><b>Lettings</b></p> <ul style="list-style-type: none"><li>• Liaising with current and potential lets</li><li>• Entering bookings onto the school's booking systems</li></ul>



	<ul style="list-style-type: none"><li>• Managing the school's lettings inbox.</li></ul> <p><b>Reception for approximately 4 hours a week</b></p> <ul style="list-style-type: none"><li>• Responding to all incoming enquiries (via phone, email and face-to-face) and responding/forwarding as appropriate</li><li>• Supporting the Headteacher's PA and Office Manager with welcoming and managing visitors.</li><li>• Helping plan and execute events which promote and celebrate the School (ie, parents' evenings, information evenings) and attending to support the school at various functions as appropriate.</li><li>• Be a First Aider - working as part of a team of First Aiders on a rota dealing with student illness and injury</li></ul> <p><b>General</b></p> <ul style="list-style-type: none"><li>• Being aware of student safeguarding issues and referring information to the appropriate person when necessary.</li><li>• Upholding and promote the ethos and reputation of the School at all times.</li></ul> <p>Note: The duties outlined in this job description may be modified, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. This document does not form part of your contract of employment with the school.</p>
<b>Reporting to</b>	HR Officer and Finance and Lettings Officer
<b>Safeguarding</b>	<i>We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. All posts at Cathedral Schools Trust are subject to pre-employment checks including, but not limited to, initial and periodic enhanced level checks with the Disclosure and Barring Service.</i>



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### Person Specification

We are committed to creating an inclusive working environment. If you are excited about this role and can demonstrate many but not all of the areas below, we would encourage you to apply as you may just be the person we are looking for.

The listed criteria will be reviewed across the stages of our recruitment process, including application form, personal statement (within the application form), interview, references and certificates.

#### **Skills and personal attributes:**

*(Personal competencies, qualities, attitude and behaviours that will allow you to perform effectively in the role, ensuring the safeguarding and welfare of children and young people)*

#### **Essential for this role:**

- Excellent interpersonal skills. Must be able to communicate effectively, especially face to face and via email and telephone.
- Must be able to establish and maintain good relationships with all people at all levels both internally and from outside the school, e.g. senior management, teachers, governors, visitors and parents/carers.
- Outstanding accuracy whilst meeting challenging deadlines.
- Ability to meet multiple requests for information in a calm and professional manner.
- Excellent organisational and general administrative skills, e.g. recording, filing, prioritising with attention to detail
- Excellent IT skills especially in the areas of databases and spreadsheets, and comfortable with the use of IT as an integral and essential tool.
- Ability to prioritise own workload and deliver to deadlines.
- Ability to work on own initiative and not require constant supervision.
- Ability to work as part of a team and support others.
- Be able to maintain absolute confidentiality regarding personal data held by the School.
- Demonstrate initiative and a proactive approach to problems to identify solutions and opportunities.

#### **You are likely to have:**



- Potential to expand and develop and to take on additional responsibilities.

**Knowledge and qualifications:**

*(Professional, technical or academic qualifications that you have achieved relevant to this role)*

**Essential for this role:**

- Excellent general office and IT skills.
- Excellent literacy, numeracy & accuracy.
- Knowledge of standard IT systems and programs:
  - MS Word
  - MS Excel
  - MS Outlook
  - Google

**You may have:**

- Word processing qualifications
- Receptionist or administrative qualifications

**Experience:**

*(Please draw upon experience and achievements gained through paid employment, voluntary work or personal life experience relevant to this role)*

**Essential for this role:**

- General office or receptionist experience.
- Experience of working on a number of tasks simultaneously and managing time effectively to maintain progress.

**You are likely to have:**

- Experience of work in a school environment.
- Experience of working with children or young people.

**You may have:**

- Experience of working in a school.
- Experience of working with a school MIS system, preferably Arbor.

*Cathedral Schools Trust is an equal opportunities employer and recognises the strength in diversity. Our schools have a wide range of cultural, socio economic and religious influences and we use this to ensure that we broaden our understanding of each other and the world. Applications are welcome from all suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, gender reassignment, disability or age, and maternity, marital or civil partner status. We particularly encourage applications from under-represented groups.*



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ACADEMY

*As part of our commitment to equal opportunities, we ask that all applications are made using our application form and are accompanied by an equal opportunities form. The equal opportunities form is anonymous and is not shared with the shortlisting panel.*