

General Administrator

Trinity Academy

Job Description

Position Profile

Job title:	General Administrator
Responsible to:	HR / Finance Officer
Salary:	S17 to S21 £23,728 - £26,442 FTE
Start date:	As soon as possible
Hours:	22.5 - 30 hours per week. There is some flexibility in the total hours and how these are worked. To be discussed at interview. Term time + 5 days (Actual salary 0.6: £13,163 to £14,591 0.8 £17,551 to £19,455)

Purpose of the role

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.

Responsibilities of the role

The tasks required will be many and varied but will cover three key areas:

HR

- Copying, filing, letter writing, post etc
- Data entry and modification
- Liaising with external agencies
- Managing the school's HR email account
- Running HR reports

Finance

- Data entry and modification
 - Making purchases
 - Using the Trust's purchasing system
 - Managing the school's finance email account
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Reception

- Responding to all incoming enquiries (via phone, email and face-to-face) and responding/forwarding as appropriate
- Supporting the Headteacher's PA and Office Manager with welcoming and managing visitors.
- 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.
- Be a First Aider - working as part of a team of First Aiders on a rota dealing with student illness and injury

General

- Being aware of student safeguarding issues and referring information to the appropriate person when necessary.
- Upholding and promote the ethos and reputation of the School at all times.

Decision making:

The post holder will primarily be operating within agreed limits and parameters in decision making for day to day operations. They will suggest improvements and implement initiatives.

Working Environment:

We are a new school that opened in September 2019 and moved into our new, state of the art £25 million building in September 2021. You will be joining an establishing operations and communications team as we continue to support the growth of the school, including the opening of our Sixth Form in September 2024.

The role will involve regular and frequent face to face contact with students, staff, parents/carers and members of the public. The post holder will be required to become familiar with the entire staff and site. Other duties may require the post-holder to attend school events in the evening, as agreed in advance.

Contacts & Relationships:

The post holder will be required to establish constructive working relationships with all members of the school community and partners. Confidentiality, professionalism and security of information are vitally important aspects of the role.

The duties outlined in this Job Description may be modified by the Headteacher, 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.