

Job Description & Person Specification

JOB DESCRIPTION

JOB TITLE	Nursery and Extended Schools Administrator
EMPLOYER	University of Brighton Academies Trust
LOCATION (Academy)	Robsack Wood Primary Academy
RESPONSIBLE TO	Leader of Nursery and Extended Schools
MAIN PURPOSE OF THE JOB	Providing administrative support for the Nursery and Extended Schools
MAIN TASKS / KEY RESPONSIBILITIES	
1	To provide administrative support as required, e.g. diary maintenance, arranging meetings and taking minutes, typing, monitoring the relevant email accounts, filing, photocopying, compiling and distributing mailings and messages, reprographics, allocations and logins;
2	To act as a point of contact via e-mail, correspondence and phone and deal with any general enquiries from staff, pupils and parents, visitors etc;
3	To ensure all pupil records are maintained in an orderly manner, reviewing arrangements as appropriate, and being responsible for confidentiality and security;
4	To use academy systems such as Target Tracker, First Steps, CPOMS and SIMS; to maintain all pupil admissions and withdrawals;
5	To be a point of contact for parents/carers via phone and e-mail;
6	To assist with the financial management of the provision including preparing invoices, processing payments, progressing outstanding payments and issuing refunds
7	Draft correspondence as required, reply to routine correspondence and prepare, collate and distribute information and data as required;
8	To ensure training records are maintained in an orderly manner, reviewing arrangements as appropriate. Maintain all filing systems as required;
9	To effectively manage marketing and publicity including prospectus and lead a positive presence for the setting on social media;
10	To carry out all activities in line with the Academy's policies for Health and Safety, Safeguarding and Child Protection and Equal Opportunities;

11	To participate in professional development activities and performance management activities as required;
12	To undertake other reasonable duties as directed by your line manager;
<p>This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate.</p> <p>There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.</p>	
Date: 11.03.2021	
Additional Information	
<ul style="list-style-type: none"> • This post is subject to an Enhanced DBS Check • This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act. 	
<p>University of Brighton Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.</p>	

PERSON SPECIFICATION

Knowledge

- 1.1 A basic knowledge of the work of an office and education setting
- 1.2 3 GCSE A-C passes including English and Maths or equivalent.
- 1.3 Knowledge of a range of computer applications including SIMS, Target Tracker, Word, Excel, Powerpoint, Publisher, Internet and social media, Microsoft Teams, First Steps
- 1.4 Knowledge of policies including Safeguarding, Child Protection, Health & Safety and Equal Opportunities.

Experience

- 2.1 Experience of producing documents of a high standard
- 2.2 Experience of undertaking a range of clerical and administrative duties, including data input

Skills & Abilities

- 3.1 Ability to work in an organised and methodical manner
- 3.2 Ability to develop efficient record keeping systems
- 3.3 Ability to produce accurate and up-to-date records and reports as required
- 3.4 Ability to communicate with a range of audiences including other employees within the Academy, governors, pupils and parents, orally and written
- 3.5 Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date
- 3.6 Ability to work effectively as part of a team
- 3.7 Ability to show sensitivity and objectivity in dealing with confidential issues

Personal Qualities

- 4.1 Ability to demonstrate commitment to Equal Opportunities
- 4.2 Willingness to participate in further training and developmental opportunities offered by the Academy, to further knowledge

Desirable Criteria

- 5.1 Previous experience of working in an administration capacity
- 5.2 Previous experience of working in an educational environment