 **JOB DESCRIPTION**

Job Title:

**Senior Administrator (Primary)**

Location:

**An academy in the specified region**

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| **Job Purpose:** | To provide administrative and organisational activities to the academy. |
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| **Background:** | The David Ross Education Trust (DRET) is a network of academies with a geographical focus on Northamptonshire, Leicestershire, Lincolnshire, Yorkshire/Humberside and London.  Our aim is to be the country’s leading academy chain, committed to delivering the highest educational standards alongside an unrivalled package of sporting and cultural enrichment. |
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| **Reporting To:** | Academy Principal |
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**KEY RESPONSIBILITIES**

**MAIN DUTIES & RESPONSIBILITIES**

To ensure the administrative and organisational activities within the academy are effectively and efficiently maintained and provide excellent service to the overall running of the academy.

Each academy is organised differently, and any combination of the duties below will be in accordance with the specific requirements of the academy.

The duties listed below are not exhaustive and other similar duties commensurate with grade and responsibilities may be undertaken and are not excluded simply because they are not itemised.

* Provide administrative and organisational activities to the academy.
* Undertake a range of financial procedures, including placing orders, invoicing, banking cash, issuing receipts, reconciling petty cash/procurement cards and dealing with supplier issues.
* Liaise with pupils, parents/carers.
* Liaise with other staff and external agencies.
* Maintain the academy Single Central Record and follow all guidance to ensure compliance.
* Input, analyse and evaluate data and information and run reports, including processing monthly payroll.
* Undertake word-processing and IT based tasks including operation of relevant equipment and advanced ICT packages.
* Organise and provide administrative support for meetings and take notes.
* Produce, and respond to, correspondence.
* Process forms, returns, etc., including those to outside agencies.
* Manage administrative staff.
* Delegation of tasks to more junior colleagues on a regular basis.
* Respond to reception and visitor enquiries.
* Organise arrangements for academy visits and events.
* Monitor pupil attendance and run reports.
* Undertake HR administration, and maintain HR records.
* Manage the administration of academy lettings and other uses of the academy.

**OTHER**

* Operate at all times within the stated policies and practices of the school.
* Work within and comply with policies and procedures relating to safeguarding, child protection, health, safety and security, equal opportunities, confidentiality and data protection.
* Work within clear guidelines or procedures but also make some non-routine decisions within these.
* Establish effective working relationships and set a good example through presentation and personal and professional conduct.
* Contribute to the ethos of the school through effective participation in meetings and management systems.
* To make an active contribution to the policies, aspirations and plans of the academy.

**PERSON SPECIFICATION**

Your application will be reviewed against the essential and desirable criteria listed below.

Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application.

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|  | **Essential** | **Desirable** |
| Qualifications and Professional Development |  |  |
| * Working at or towards national occupational   standards (NOS) in business and administration and  knowledge / skills equivalent to current national  qualifications level 3 | **x** |  |
| Experience |  |  |
| * Proven experience as an office administrator or   relevant role with knowledge for implementing a  range of administrative procedures, including use of  relevant ICT packages and systems | **x** |  |
| Skills and Knowledge |  |  |
| * Sound knowledge of Data Protection, Safeguarding   and confidentiality issues | **x** |  |
| * Deep knowledge and understanding of the academy,   academy policies and procedures, and services to  resolve queries and problems | **x** |  |
| * Creative skills for developing, planning and   managing administrative and /or financial  procedures and systems | **x** |  |
| * Analytical skills for monitoring and analysis of   information and data | **x** |  |
| * Perform receptionist duties when needed | **x** |  |
| * Excellent written and verbal communication skills to   provide advice, guidance and support on a range of  non-teaching issues to Headteachers, teachers,  other academy employees, Governors, pupils,  parents and other members of the community | **x** |  |
| * Establish and maintain effective and constructive   relationships with pupils, parents and carers,  communicating with them as appropriate to share information, and inform them of academy business  through daily contacts and written communications | **x** |  |
| * Knowledge of internal and external guidelines and   statutory requirements |  | **x** |
| Equal Opportunities |  |  |
| * A commitment to promoting equality and diversity, providing an inclusive and co-operative environment in which all students and individuals working for and on behalf of the organisation feel respected and able to give of their best. | **x** |  |
| Safeguarding |  |  |
| * Committed to promoting the welfare of all children and creating a safe environment in which children can learn; considering, at all times, what is in the best interests of the child. | **X** |  |
| * Play an important part in the wider safeguarding of children – identifying concerns, sharing information and taking prompt action to safeguard and protect them. | **X** |  |
| * Aware that the Trust will take all steps to prevent those who pose a risk of harm from working with children. Recruitment procedures ensure rigour in identifying and rejecting people who might abuse children. | **X** |  |
| Health and Safety |  |  |
| * Aware of Health & Safety and Safeguarding as appropriate to role. | **X** |  |

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.*

*The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.*

*The Academy will endeavour to make any necessary reasonable adjustments to the job and the*

*working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*This Job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job*

*requirements which are commensurate with the job title and grade.*

*The David Ross Education Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo vetting appropriate to the post, including a social media presence check and Enhanced DBS check. The successful applicant will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the Trust.*

***All pre-employment checks are in line with "Keeping Children Safe in Education" statutory***

***guidance.***