

The Special Partnership Trust

A community which aspires together

Delivered by:

An ambitious, inspirational partnership of outstanding learning.

Achieved by:

An integrated Trust with strong leadership at all levels in delivering outstanding educational outcomes, empowering pupils, parents, and staff to strengthen our community even further.

JOB DESCRIPTION

Job Title:	School Administrator (with finance responsibilities)
Salary:	£24,916 (FTE) £21,719.31 actual salary (Actual pro-rata salary based on working/paid weeks term time + 5 INSET days)
Base:	Doubletrees School

Main Purpose of Job:
<p>To provide a comprehensive administrative service to the Office Manager and members of the school Senior Leadership Team and support with the finance function within the school.</p> <p>This includes supporting with day-to-day telephone/email enquiries, operational processing, compliance and recruitment administration.</p>

Main Duties and Responsibilities:
<p><u>Secretarial / Reception / Admin</u></p> <ul style="list-style-type: none"> • Provide administrative support including diary management, booking appointments, word processing, filing and photocopying. • Organise, attend and minute meetings internally and externally to the required standard, and distribute minutes to relevant parties. • Provide HR administrative support with personnel files & recruitment paperwork. • Maintain pupil and staff information on school systems i.e. Arbor and CPOMS, producing reports for staff on request. • Deal with all telephone enquiries in a prompt, friendly and efficient manner and taking clear and accurate telephone messages. • Provide administrative support relating to school census returns as required. • Support safeguarding administration including the Single Central Record (SCR) To ensure the school administrative processes are accurate, secure and GDPR compliant. • Liaise with parents and external agencies in a professional manner. • Provide support for whole school events. • Provide cover for absent members of the administrative team and provide cover during lunchtimes on Reception. • Maintain accurate school attendance records, transferring attendance registers onto Arbor and assisting in the production of termly attendance data reports specific to Office Manager / Headteacher requirements. To ensure data is recorded and used appropriately in accordance with the school's policies. <p><u>Finance</u></p>

- Understand and work within the Trust's financial procedures including purchasing, invoicing, payments and banking.
- Liaising with the central finance team.
- Supporting other staff with understanding the financial procedures.
- Raising purchase orders using PS Financials and managing stock.
- Regularly scrutinise purchase orders on the system, including chasing goods which are overdue.
- Ensure all financial information is filed correctly, including electronic and paper.
- Support the Office Manager and members of the Senior Leadership Team as required.
- Keep records of spends from allocated grants i.e. Pupil Premium, funds donated to enable SLT to have access to information which is needed for DFE returns.
- Source and order resources as requested by staff.
- Maintain stationery supplies, re-stocking as necessary.

General

- To understand and work in accordance with the School's Equal Opportunities, Health and Safety and other relevant policies.
- To attend appropriate training.
- To work as a team member with all school staff.
- Undertake any other tasks as required by the Senior Leadership Team, which are considered commensurate with the job purpose and grading.

General – applicable to all Trust roles

- To maintain the utmost confidentiality regarding all reports, records and personal data and other information of a sensitive or confidential nature
- To ensure that pupils needs are prioritised and to always have a clear sight of how this role impacts on the Trust's pupils
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance
- To adhere to Trust values and behaviours
- To be aware of and adhere to all Trust policies and procedures
- To be responsible for your own continuing self-development and attend meetings as appropriate
- To undertake other duties appropriate to the post as required

Person Specification:

	Essential	Desirable	Recruiting method
Education and Training	Attainment of 5 GCSE's A-C (or equivalent) including English and Maths.	Attainment of NVQ Level 2 qualification in receptionist/clerical related field	Application
Skills and Experience	<p>Experience of reception and clerical work</p> <p>Experience of telephone network systems</p> <p>Excellent communication skills</p> <p>Excellent Organisational skills</p> <p>Able to multitask and work effectively with frequent interruptions</p> <p>Competently able to prioritise workload in a busy and varied environment</p> <p>An ability to take accurate minutes</p> <p>Able to work on own initiative and as part of a team</p>	<p>Experience of reception and clerical work in a school or similar environment</p> <p>PA or diary management experience</p>	Application/ Interview
Specialist Knowledge and Skills	<p>Knowledge and practical application of Microsoft packages</p> <p>Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people</p> <p>Demonstrates an awareness, understanding and commitment to equal opportunities</p>	<p>Typing skills</p> <p>Knowledge of school systems such as Arbor, Parent Pay etc.</p>	Application/ Interview
Behaviours and Values	<p>Professional conduct</p> <p>Confidentiality</p> <p>Sense of humour</p> <p>Honesty and reliability</p>		Interview

Special Conditions related to the post

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

- Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
- Receipt of two satisfactory employer references one of which must be from your current or most recent employer
- Satisfactory verification of relevant qualifications
- Satisfactory health check

All employees will be required to undertake mandatory training required by the Trust.

Trust Benefits

Our Trust is committed to providing employee benefits that motivate and reward our employees.

Our benefits include:

- A competitive salary
- Attractive terms and conditions including holidays
- Eligibility to join the local government pension scheme/Teachers pension scheme
- Family friendly policies
- Local and national discount schemes and initiatives
- Continued professional development support
- Flexibility to work across the Special Partnership Trust, the largest SEN provider in the county
- Support for staff wellbeing
- Access to Simply Health and Medigold benefits