

# 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

<b>Job Title:</b>	School Administrator (with finance responsibilities)
<b>Salary:</b>	£23,600 FTE (Actual pro-rata salary based on working/paid weeks £20,572.19 term time + 5 INSET days)
<b>Base:</b>	Doubletrees School

<b>Main Purpose of Job:</b>
<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>

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

### Finance

- 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

<b>Person Specification:</b>			
	<b>Essential</b>	<b>Desirable</b>	<b>Recruiting method</b>
<b>Education and Training</b>	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
<b>Skills and Experience</b>	<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
<b>Specialist Knowledge and Skills</b>	<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
<b>Behaviours and Values</b>	<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