



**Post:** School Administrator

**Salary:** Grade 2 (SCP 3 – SCP 8)

**Responsible to:** PACT Trust Board, CEO, Deputy CEO, HOS, Trust Lead for Administration

**Job Description:**

*Prince Albert Community Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment. This post is subject to safer recruitment measures, including a DBS check.*

**Core Purpose**

To support the general administration of the school with particular responsibility for the reception and front desk.

**Main Duties & Responsibilities**

- To promote the vision and aims of the School/trust
- To set an example of personal integrity and professionalism
- To adhere to the ethos of the school/Trust
- To be an effective team player.
- To follow all agreed school/Trust policies and procedures
- Provide reception and switchboard support to the PACT schools.
- Provide clerical support to the school's administrative function
- Provide a warm welcome to the school and answer queries from pupils, parents and other school visitors as appropriate.
- Take telephone calls and deliver messages as appropriate.
- Receive, sort and deliver incoming mail to appropriate staff.
- Receive and sort parcels, check off delivery notes/order and redirect to appropriate staff
- Record, stamp/frank, and post outgoing mail.
- Maintain records of free school meal entitlement and dietary requirements.
- To ensure an audit trail exists for all aspects of work.
- To undertake appropriate professional development including adhering to the principles of performance management.
- To ensure all tasks are carried out with due regard to Health and Safety.
- Attendance at appropriate staff meetings and parents' evenings
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- Any other duties as commensurate within the grade in order to ensure the smoothing running of the school whilst maintaining the highest levels of customer service.

**Other Duties**

The postholder may be required to carry out duties other than those given in the job description, as requested by the Trust Lead for Administration and/or the Head of School. The particular duties and responsibilities of the post may vary without changing its general character or level of responsibility. Such variations would not in themselves justify a re-evaluation of the post.

**Special Conditions of Employment**

**Rehabilitation of Offenders Act 1974**

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions, and reprimands being considered. Any arrests, convictions caution or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure

by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with Prince Albert Community Trust's Disciplinary Procedure.

### **Health and Safety**

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in Prince Albert Community Trust's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the Shared Staff Hub.

### **Equality and Diversity**

Prince Albert Community Trust is committed to equality and values diversity. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

### **Training and Development**

The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

### **Mobility**

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust they may be required, in accordance with legitimate operational requirements and/or facilitating the avoidance of staffing reductions. This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.