

Role Profile: Senior Administrator
Salary:
Reporting to: Principal
Responsible for: Admin Assistant (where applicable)

Important Functional Relationships:

Internal - CFO, staff within Wave Multi Academy Trust. Members of the Board of Trustees, Executive Committee and all other related Committees/Sub Groups.

External - Principals and other academy-based staff; Pupils and their Parents/Carers; FE Colleges and other Outside Providers; Other outside agencies, both statutory and non-statutory

Our Values:

- **Teamwork**

We recognise that when we work together effectively we are stronger and more consistent.

- **Empathy**

Consider the consequences of my decisions, large and small on those around me.

- **Inclusivity**

Everybody is treated fairly and equally no one is marginalised or left behind.

- **Respect**

We will ensure that we have due regard for the feelings, wishes, or rights of others in every action we take.

- **Positive**

It is our intention to stay constructive, optimistic and confident both for and with our young people and their families.

We believe that the values that we embody in Wave Trust empower young people to succeed, these are the values we are looking for when we seek new staff.

Main purpose of Job

- To provide administrative, secretarial, data and financial support to the Principal, staff and pupils of the Academy.
- To liaise and collaborate with external agencies, contractors as well as parents, carers and schools.
- To help ensure that staff follow our policies and procedures
- To help ensure that the Trust's Child Protection & Safeguarding Policy is complied with
- To actively support the Trust's Positive Behaviour Policy and systems in order to assist the delivery of outstanding education to our pupils.

Professional competencies

- Display personal and interpersonal development and team-working skills;
- Pro actively plan, organise and manage workload;
- Display reflective practice and reflexivity;
- Display knowledge of safeguarding procedures;
- Undertake analysis and synthesis of complex information;
- Display knowledge and understanding of appropriate use of ICT in an education setting;
- Display integrity and honesty in relationships with stakeholders’
- Display regular evidence of initiative taking;
- Display robust self management skills with regard to problem solving;
- Willingness to complete de-escalation training and to actively support the principals of this training whilst undertaking duties associated with the role.

Duties

- To provide a professional and confidential secretarial service for the Academy, including word processing of correspondence, reports, publications and other documents as required.
- To act as a first point of contact for the Academy in person and on the telephone: to welcome visitors, ensuring that signing in procedures are followed with regard to safeguarding; to receive and prioritise incoming telephone calls and deal with them appropriately taking messages as required.
- To ensure that the Single Central Record is up to date
- To ensure that all HR related processes/forms are completed from shortlisting stage through to leaver stage
- To act as a first point of contact with respect to Academy-based emergency procedures.
- Sort, administer and distribute incoming and outgoing post
- To ensure all Academy records and files remain up-to-date and in accordance with Data Protection legislative requirements and to participate in maintaining appropriate back up systems.
- Arrange, attend and minute meetings as requested, keeping diaries, taking appointments and liaising with staff, parents/carers and alternative providers/outside agencies as appropriate.
- Arrange and minute Monitoring Hub meetings ensuring that policies and procedures are adhered (e.g. quoracy, Terms of Reference)
- To be responsible for office organisation, including stock control of stationery and consumables, obtaining information regarding the costs and delivery of goods and services, processing authorised orders using PSF, receipt and distribution of goods.
- Administer and reconcile petty cash account, monitoring of budget information so that the Academy remains within financial parameters. Processing purchase orders, invoices and petty cash claims on PSF. Completing monthly purchase order and monthly non-payroll reconciliations.
- To ensure the safeguarding of the Academy assets via the inventory and other means raising internal and external invoices using PSF.
- Responsibility for being the credit/debit cardholder and for the correct use of the credit/debit card for purchasing supplies for the Academy.

- Monthly payroll checks on overtime, expenses & mileage including insurance checks, and processing travel and expenses claims using excel spreadsheet.
- Production and maintenance of Schoolpod and manual records including the collation of information for returns, reports and statistics as required by the Principal, LA, DfE/Ofsted (eg weekly attendance data, census returns, KPI records).
- To maintain pupil records appropriately, ensuring confidentiality with such records.
- Responsible for the administration associated with the Academy's intake of new pupils and pupils leaving the School including transport arrangements, ensuring records are created and forwarded appropriately and archived.
- To ensure the provision of administrative support in respect of timetables, registers and pupil absences, staff files including absence and training, Academy events, trips and medical visits.
- Encourage appropriate social behaviour, during academy hours both in and out of the academy and cater for the general welfare and safeguarding of pupils;
- Complete de-escalation training and support the principals of this training both in and out of the academy;
- Any other task as may be deemed necessary to facilitate a positive office and learning environment;
- To maintain confidentiality of information acquired in the course of undertaking duties for the Service;
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Academy's Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection);
- The post holder is responsible for his/her own self-development on a continuous basis.
- To be aware of and adhere to the Academy's Child Protection & Safeguarding policy and procedures, and to report any concerns under such procedures which may be discovered during the course of duty.
- The post holder will be expected to undertake training as required.

Working with colleagues and other relevant professionals

- Communicate effectively with other staff members
- Understand their role in order to be able to work collaboratively with Principals/Heads of School
- Collaborate and work with colleagues and other relevant professionals within and beyond the Trust
- Develop effective professional relationships with colleagues
- Establishing constructive relationships and communicating with other agencies/professional

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the Trust's Five Year Plan, policies, practices and procedures, so as to support the Trust's values and vision

Health and safety

- For lone working, ensure that you have read the appropriate policy
- Keep yourself safe

Professional development

- Help keep own knowledge and understanding relevant and up-to-date by reflecting on own practice, liaising with your line manager, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from your line manager
- Take part in the academy's appraisal procedures

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside the academy
- Have proper and professional regard for the ethos, policies and practices of the Trust, and maintain high standards of attendance and punctuality
- Demonstrate Wave's Values, to develop and sustain effective relationships with the academy community
- Respect individual differences and cultural diversity

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Principal, SLT or Line Manager.

To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Academy's Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection);

This job description does not form part of the contract of employment. It describes the way in which the post holder is expected and required to perform and complete the particular duties as set out above and will be reviewed on an annual basis (or as need arises) and following consultation with you, may be changed to reflect changes in the job

Person Specification:

ATTRIBUTES	ESSENTIAL	DESIRABLE
Relevant Experience	<ul style="list-style-type: none"> Some practical administrative work experience. Front office experience Ability to use Word for Windows & other related Microsoft products including E-mail Customer service experience 	<ul style="list-style-type: none"> Administrative experience within a school environment
Education & Training	<ul style="list-style-type: none"> Attainment of GCSE qualifications or equivalent (level 2) to include Maths and English 	<ul style="list-style-type: none"> Further qualification relevant to post
Special Knowledge & Skills	<ul style="list-style-type: none"> Organisational skills Time management Interpersonal skills 	<ul style="list-style-type: none"> Use of School Management Information Systems
Any Additional Factors	<ul style="list-style-type: none"> Reliable. Discreet & confidential. Able to work on own initiative and as in a team. Comfortable with young people & children. Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people. 	