

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

**Important Functional Relationships:**

Internal – staff within Wave Multi Academy Trust; Members of the Monitoring Hub.

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

**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, and data support to the Principal, & other academy staff
- To ensure that the academy follow the Trusts' financial procedures & processes
- To liaise and collaborate with external agencies, contractors as well as parents, carers and academies.
- 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.

**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 provide HR administrative support in line with policies & processes where required such as copying ID, qualifications and other paperwork when candidates come for interview in the academy, collating all interview paperwork from the panel and returning these documents to HR.
- 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.
- 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, receipt and distribution of goods.
- Administer and reconcile petty cash account, liaising with finance and monitoring of budget information so that the Academy remains within financial parameters.
- To ensure the safeguarding of the Academy assets via the inventory and other means.
- 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 Academypod and manual records including the collation of information for returns, reports and statistics as required by the Principal, LA, DfE/Ofsted.
- Responsible for the administration associated with the Academy's intake of new pupils and pupils leaving the Academy 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.
- 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;
- The post holder is responsible for his/her own self-development on a continuous basis and complete any other necessary training.
- Working with colleagues and other relevant professionals
- Understand their role in order to be able to work collaboratively with Principals/Heads of Academy

- Collaborate, communicate and work effectively 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-academy 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 Trust'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 Trust'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"> <li>• Practical administrative work experience.</li> <li>• Front office experience</li> <li>• Experience of noting formal meetings.</li> <li>• Good levels of accuracy, attention to detail and ability to absorb, retain and recall information</li> <li>• Ability to use Microsoft products including E-mail, sharepoint, excel</li> <li>• Customer service experience</li> <li>• Experience of communicating with other professionals (eg lawyers and auditors) and stakeholders (eg pupils, parents, wider public)</li> <li>• the application of policies, procedures and relevant legislation/guidance across the Trust</li> <li>• Strong command of the English language, including excellent oral and literacy skills</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Administrative experience within a academy environment</li> </ul>
Education & Training	<ul style="list-style-type: none"> <li>• Attainment of GCSE qualifications or equivalent (level 2) to include Maths and English</li> <li>• Takes ownership for personal development</li> </ul>	<ul style="list-style-type: none"> <li>• Further qualification relevant to post</li> </ul>
Special Knowledge & Skills	<ul style="list-style-type: none"> <li>• Organisational skills in terms of organising meetings, planning agendas and storing documents.</li> <li>• Ability to organise time and work to deadlines</li> <li>• Good interpersonal skills and successful experience of working with a broad cross section of people.</li> <li>• Ability to work alone or in a team, and able to problem solve, decision make and analytical capabilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Use of Academy Management Information Systems</li> </ul>



	<ul style="list-style-type: none"> <li>• Ability to prioritise and multitask efficiently, copes well with pressure – a demonstrable ability to cope with conflicting demands and tight deadlines with calmness and efficiency</li> <li>• Displays regular evidence of initiative taking and willing to take action to contribute to the positive results of Wave</li> </ul>	
Any Additional Factors	<ul style="list-style-type: none"> <li>• Reliable.</li> <li>• Ability to work flexibly</li> <li>• Discreet &amp; confidential.</li> <li>• Capable of handling sensitive confidential information and being diplomatic if challenged</li> <li>• Comfortable with young people &amp; children.</li> <li>• Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.</li> </ul>	

