# **JOB DESCRIPTION**

|  |  |
| --- | --- |
| **JOB TITLE** | Trust Administration Officer |
| **ACADEMY** | Trust Central |
| GRADE | Grade 3 (SCP 6 – 11) £19,698 - £21,748 |

|  |
| --- |
| **JOB PURPOSE**  Under the direction of the Business Compliance Administration Manager, the postholder will provide routine general clerical, administrative, Finance and Human Resource support to the Harmony Trust, including Business Administration team and the Trust Central team. The role will require administrative support to be provided in the academies to cover absences and provide additional capacity as and when needed. |

|  |  |
| --- | --- |
| **KEY TASKS – Administration & ICT** | |
| 1. | To undertake word processing and other ICT related tasks including letters, reports newsletters and schedules, and work which utilises other ICT packages and systems, such as databases, spreadsheets, formatting presentations or research on the internet. |
| 2. | To take notes/minutes of meetings as required, e.g. general meetings, and undertake other related tasks to support the organising of meetings, such as typing agendas, collating and preparing papers, refreshments and booking rooms. |
| 3. | To collate and input data on ICT systems e.g. to support recording of information/statistical returns required, FOI’s etc |
| 4. | To undertake routine administration of academy lettings and other uses of academy premises. |
| 5.  6.  7.  8.  9. | Co-ordination & distribution of information across all Harmony Trust academies.  Follow and apply pupil attendance policy, for example phone calls, producing letters, certificates, providing data.  To collected and record Contractor/suppliers/third party information for the purpose of Single Central Record  Supporting and assisting in pupil/academic year end process across the hubs.  Update and maintain Health and Safety and compliance information for academies across the hubs. |
| **KEY TASKS – Human Resources** | |
| 1. | Update and maintain academies and central team training matrix and allocating training in the online systems. |
| 2.  3.  4. | Requesting ID badges for new starters and replacement when requested.  Support updating HR database.  Supporting administration with recruitment and selection processes, including adding and removing new starters and leavers from systems, creating new accounts, reference requests and processing Disclosure and Barring Service applications and clearance. |
| **KEY TASKS – Finance**  1. To undertake the financial transactions relating to raising purchase orders, processing invoices for payment, parent pay, school trips, photographs and school meals, and the balancing of such funds and secure monies in accordance with academy procedures.  2. To order equipment as requested, checking supplier deliveries, liaising with staff and suppliers where required to resolve delivery queries.  3. Creating Sales Invoices to recover monies owed to the Trust as necessary.  4. Adding new and amending existing supplier details in the finance system.  5. Working alongside staff within the academies and Trust Central Services to provide support where necessary at times where additional assistance is required.  6. Support academies in debt recovery including phone calls, sending letters, arranging meetings with senior member of team in the academies.  7. Processing nursery applications ensuring the accurate recording of data on the online systems and completing data checks. Recording estimates, actuals and adjustments termly.  8. Booking provision associated with pupil trips.  9. Provide support and assistance preparing for year-end process across the hubs  **KEY TASKS – Reception & Customer Service** | |
| 1. | To undertake reception duties, answering routine telephone and face-to-face enquiries, taking messages and forwarding them onto the relevant person as required. |
| 2. | To welcome visitors to the trust, including hospitality arrangements ensuring health and safety and safeguarding procedures are followed, such as signing in/out of a register, issuing badges/passes or escorting visitors as required. |
| 3. | To respond to queries from staff, partners, suppliers & contractors. |
| 4.  5. | To make arrangements for external visitors.  Provide administration capacity across the hubs as and when needed, including traveling between multiple academies and at short notice |
| **KEY TASKS – General Clerical** | |
| 1. | To provide general clerical support e.g. photocopying, filing, emailing, scanning completing routine forms and responding to routine enquires. |
| 2.  3. | To sort and distribute internal and external mail where required.  Proactively support with organisation of annual events such as celebration event, world book day, whole school book events including liaising with key stakeholders. |
| **KEY TASKS – CPD Support** | |
| 1.  2.  3. | Arranging and booking training location and room, set up of venue, stationery supplies, setting up room, arranging refreshments where required, providing sign in sheets, sending invites and any additional information required. Preparing resources for events.  Ensuring external visitors are DBS compliant and relevant confirmation / evidence is provided to the venue.  Online training support – sending invitations and resources. |

|  |  |
| --- | --- |
| 1. | STANDARD DUTIES To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all. |
| 2. | To uphold and promote the values and the ethos of the trust. |
| 3. | To implement and uphold the policies, procedures and codes of practice of the Trust, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection. |
| 4. | To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises. |
| 5. | To participate and engage with workplace learning and development opportunities, subject to the trust’s training plan, working to continually improve own performance and that of the trust. |
| 6. | To attend and participate in relevant meetings as appropriate. |
| 7. | To undertake any other additional duties commensurate with the grade of the post. |

|  |
| --- |
| CONTACTS Principals, Senior Trust Staff, Pupils, Staff, Parents, Partners, Stakeholders, Trustees, Suppliers & Contractors |

|  |  |
| --- | --- |
| **RELATIONSHIP TO OTHER POSTS IN THE DEPARTMENT** | |
| **Responsible to:** | Business Compliance and Administration Manager |
| **Responsible for:** | Not applicable |

|  |
| --- |
| SPECIAL CONDITIONS DBS Disclosure required – Enhanced |

|  |  |  |  |
| --- | --- | --- | --- |
|  | DATE | NAME | POST TITLE |
| CREATED | 12/03/24 | KC/AH | Head of Business Administration / Business Compliance & Administration Manager |

PERSON SPECIFICATION

Job Title: Administration Officer

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Selection Criteria**  **Essential** | **Selection Criteria**  **Desirable** | **How Assessed** |
| **Education & Qualifications** | Literacy and Numeracy skills equivalent to Level 2 of the National Qualification & Credit Framework | NVQ 2 in Business Administration or EDCL qualification  First aid certificate | AF  AF / I |
| **Experience** | Experience of using computer packages for word processing, spreadsheets, databases, e-mails and researching information  Experience of undertaking a wide range of office based administration and clerical tasks, including financial procedures and responsibilities  Experience of undertaking reception duties and providing high levels of customer care  Experience of team-working to work effectively with others and meet deadlines and goals  Experience of following instructions, procedures and policies  Experience of data input for the provision of management information |  | AF / I  AF / I  AF / I  AF / I  AF / I  AF / I |
| **Skills & Abilities** | Communication skills to deliver polite, courteous and efficient customer service, in person and over the telephone  Written communication skills to take accurate messages, passing them on to others and to take accurate minutes  Initiative to respond to unexpected problems using recognised procedures and policies as a guide  Organisational skills to work under pressure to complete tasks to deadlines, re-prioritising own work-load if necessary  Attention to detail to accurately input or correspond via email, database, letter etc  Analytical skills to identify trends and patterns in data  Logical & methodical approach to tasks  The ability to prioritise own work load in response to the needs of the support required  Be able to work independently whilst continually improving your own performance and that of the team/academies |  | AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I |
| **Knowledge** | Understanding of data protection and the need to keep information confidential  Understanding why safeguarding is important when working with children and young people |  | AF / I  AF / I |
| **Work circumstances** | To work occasionally out of hours work to support school functions |  | I |

*Abbreviations:* AF = Application Form; I = Interview.

**N.B. – Any candidate with a disability who meets the**

**essential criteria will be guaranteed an interview**