

## JOB DESCRIPTION

**Post Title:** Administrator

**Responsible to:** Chief Operating Officer

### Main Purpose:

The postholder will provide a first class front of house, and high quality administration service to the CET Team including the Clerk(s).

### The role:

- To provide a first class reception service which includes answering telephone, face to face enquiries, email correspondence, signing in visitors and facilitating meetings.
- To provide high quality general administrative support i.e. typing, photocopying, filing, data input, emailing, completing forms, responding to routine correspondence.
- To represent CET with a positive attitude and professional appearance.
- Responsible for ensuring that the CET offices are a clean, tidy and welcoming environment.
- To maintain manual and computerised records.
- To produce lists, information and data.
- To operate relevant equipment – photocopier, printer/scanner etc.
- The use of ICT packages including email, word, excel including spreadsheets, powerpoint etc.
- To undertake research as directed by the CET Team.
- To provide operational support at CET events.
- Scheduling appointments and meeting times.
- Arranging for catering and room bookings.
- Ordering supplies.

### General:-

- Attendance at meetings and training may be required, some of which may be out with working hours.
- Awareness of and compliance with all CET policies and procedures especially those relating to Child Protection, Health and Safety, security and confidentiality.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated.

**Working pattern:** This is a full time, full year post with a 37 hour working week. Hours of work will be agreed on appointment.

**Location:** Although the role will be based at CET's offices in William Howard School, Brampton, the postholder may be required to work at other schools within the Trust. A valid driving licence and access to a vehicle is necessary to fulfil this role.

**Benefits & Compensation:** The salary is £15,807 – £16,781. 20 days annual leave per annum plus 8 bank holidays and 3 additional days. It is expected that the postholder will normally take their annual leave entitlement during the school holiday periods.

### Safeguarding children and young people

CET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

### Personal characteristics required

- To believe in and promote CET's vision and values in everything you do.
- Friendly and helpful with a "can-do" attitude.
- The ability to remain calm under pressure.
- The ability to use your own initiative.
- Strong organisational and time management skills.
- An eye for detail.

## PERSON SPECIFICATION

**Post Title:** Administrator

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Qualification/Training/Competences	NVQ 3 or equivalent qualification, or experience in an administrative post.  Strong literacy skills	Evidence of further training in school-based support
Relevant Experience	Experience in a front of house setting and/or customer service skills.  The ability to deal with sensitive and confidential information.	Experience in a front of house setting and/or customer service skills in a school-based setting.
Knowledge	Effective use of ICT packages and other equipment/resources, including a photocopier/scanner.  Very good ICT skills including use of word, excel and powerpoint.	Experience of using a school database i.e. SIMs etc.
Skills	Ability to relate well to children and adults.  Work constructively as part of a team, and have an understanding of roles and responsibilities and your own position within this.  Ability to self-evaluate learning needs and actively seek learning opportunities	
Flexibility	Occasional attendance at meetings and events outside normal hours.	