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**Company Registration No.** 07698361

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Longtown Road  
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**BE THE BEST YOU CAN BE**

**JOB DESCRIPTION**

**Post Title:** Administrator

**Responsible to:** Team Leader

**Salary:** Grade 3A/B (£18,562 – £18,933)

**Hours:** 37 hours per week, (full-year)

Main Purpose: -

Under the guidance of senior staff be responsible for undertaking administrative and organisational processes within the academy. Assist with the planning and development of administrative support systems and services to staff, students and parents.

Organisation:-

* To provide a first class reception service which will include answering telephone, face to face enquiries and signing in visitors.
* To assist with arrangements for key events within the school calendar, e.g. Open Evening, Parent Evenings, Work Experience, etc.
* Work with colleagues to ensure work is prioritised and deadlines are met.

Administration:-

* Provide general administrative support e.g. reprographic service, filing, data input, complete standard forms, respond to routine correspondence.
* Access SIMS on a daily basis, maintaining accuracy of information and producing reports as required.
* Produce lists, information and data as required.
* Undertake typing and word-processing and any other IT based tasks.
* Ensure that documents are proof read and that the quality of documentation is to the highest standard.
* Support your team in producing a daily bulletin and detention lists.
* Maintain an accurate and up-to-date school booking system and ensure good communication with our internal and external customers.
* Note and minute taking as required.
* Organise receipt of monies required for activities, trips etc.
* Undertake administrative procedures, as directed by the Team Leader.

Resources:-

* Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet)
* Provide general advice and guidance to staff, students and parents.

General:-

* Attendance at Staff Briefings, Staff Meetings etc where appropriate
* Awareness of and compliance with all school policies and procedures especially those relating to Child Protection, Health and Safety, security and confidentiality
* Participation in Appraisal as required
* Other duties as required in support of the academy within the scope of this post.

**Person Specification**

**Post Title:** Administrator

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| --- | --- | --- |
|  | ESSENTIAL | DESIRABLE |
| Qualification/Training/Competences | NVQ 3 or equivalent qualification or experience in relevant discipline  Very good numeracy/literacy skills | Evidence of further training in school-based support |
| Relevant Experience | Experience of development, management and operation of administrative systems | Experience of development, management and operation of administrative systems in a school-based setting |
| Knowledge | Effective use of ICT and other specialist equipment/resources, including reprographic equipment  Full working knowledge of relevant polices/codes of practice and awareness of relevant legislation  Very good ICT skills |  |
| Skills | Ability to relate well to children and adults  Work constructively as part of a team, understanding school roles and responsibilities and your own position within these  Ability to self-evaluate learning needs and actively seek learning opportunities |  |
| Special Circumstances | Occasional attendance at meetings and events outside normal hours |  |

**Name: ……………………………………………………. (Employee)**

**Signature: ………………………………………………..**

**Date: …………............................................................**