

# INCLUSIVE | MULTI ACADEMY TRUST

## ADMINISTRATOR JOB DESCRIPTION

### Employment details

<b>Job Title:</b>	Administrator
<b>Grade:</b>	6 to 9
<b>Reports To:</b>	Trust COO / Headteacher / School Business Officer
<b>Job Purpose:</b>	To provide administrative and organizational service to the school under the management and guidance of the senior staff.

### Main duties and responsibilities

Provide administrative, and organisational services to the school.
Liaise with pupils, parents and carers via written communication, face to face and electronic communications.
Liaise with other staff and external agencies.
Analyse and evaluate data and information and run reports.
Undertake word-processing and IT based tasks including operation of relevant equipment and advanced ICT packages.
Organise meetings and take notes.
Process forms, returns, etc., including those to outside agencies.
Contribute to the planning and development of administrative procedures and systems.
Allocate work to administrative staff at lower levels on a regular basis.
Demonstration of tasks to more junior colleagues on a regular basis.
Assist with producing marketing and promotion material for the school including social media and school website.
Undertake cash handling.
Respond to reception and visitor enquiries.
Organise arrangements for school visits and events.
Monitor pupil attendance and run reports.
Undertake personnel administration.
Consistently and effectively implementing agreed behaviour management strategies.
To collaborate with staff across the Inclusive Multi Academy Trust, sharing ideas and best practice.
Provide on-going, holistic social/emotional /mental health support to children, parents and staff whilst embedding the Nurture Principles across the school.
Maintain high standards in your own attendance and punctuality.
Safeguarding and promoting the welfare of children is everyone's responsibility. In order to fulfil this responsibility effectively, all staff must make sure their approach is child-centred. This means that they must, at all times, do what is in the best interests of the child and follow the guidelines set out in 'Keeping Children Safe in Education'.
Any other duties as deemed appropriate to the post under the direction of the Headteacher.

**Person specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>• NVQ level 2 in numeracy &amp; literacy (or equivalent)</li> <li>• Level 1 Safeguarding</li> <li>• Willingness to undertake CPD</li> <li>• Current DBS</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working with children</li> <li>• Experience of working as part of a team</li> <li>• Vocational qualification in administration</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>• Understanding of health and wellbeing, safety and child protection</li> <li>• Awareness of data protection and confidentiality</li> <li>• Strong computer literacy (E mail, word processing, spreadsheet)</li> <li>• Understanding of the School ethos and values</li> <li>• Effective oral and written communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• First aid skills</li> <li>• Working knowledge of social media</li> <li>• An understanding of how a pupil's learning develops</li> <li>• A passion for and understanding of the principles of nurture</li> <li>• Proficient with school online systems: Arbor, CPOMS</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• High standards in your attendance and punctuality</li> <li>• Ability to work in a team</li> <li>• A flexible approach</li> <li>• Problem Solving</li> <li>• Active Listening</li> <li>• Organised</li> <li>• Motivated to support children</li> <li>• Managing Relationships</li> <li>• Resilience</li> <li>• Possess high levels of emotional literacy</li> <li>• Approachable and nurturing personality</li> <li>• Enthusiastic and positive attitude</li> <li>• Detail Handling</li> <li>• Customer Service</li> </ul>	<ul style="list-style-type: none"> <li>• Self-confidence</li> <li>• Ability to relate well to other professionals</li> <li>• Good sense of humour</li> <li>• Community facing</li> </ul>

This job description has been written by the Inclusive Multi Academy Trust in conjunction with the headteachers of each school. This will be reviewed annually to reflect the plans, growth and development of the school, Trust and education system. As part of the yearly performance development cycle this will be signed by the staff member and their line manager.

<b>ADMINISTRATOR:</b>	<b>Line manager:</b>	<b>Date:</b>
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