

Trinity Academy Sowerby Bridge

Job Description



Job Title: General Administrator

Job Scale: Scale 3 (Point 5 - 6)

BASIC JOB PURPOSE

- To work as part of a team, providing a range of administrative support for internal and external customers
- To support the development of effective and efficient administration services
- Providing front of house/first point of contact services to visitors, parents, Governors, students and staff
- To provide administration support services to contribute to the delivery of teaching and learning across the academy.

Reporting to: Administration Team Leader

Responsible for: n/a

MAIN RESPONSIBILITIES

1	To work as part of a team to provide customer focused services and a high quality, efficient administration support, using a range of IT packages and general office skills.
2	To deal with enquiries from internal and external customers.
3	To prioritise work to meet conflicting deadlines.
4	To undertake administrative duties including; preparing correspondence; managing meeting rooms, dealing with hospitality and arrangements for attending conferences, raise orders and monitoring stock supplies.
5	To collate and prepare information from a variety of sources, including inputting and retrieving data using databases, or other applications.
6	To communicate effectively with internal & external customers in relation to work undertaken.
7	To work with others to help improve work organisation and effectiveness.
8	To maintain accurate records and track progress of work.
9	To assist in the training of new team members.
10	To undertake any other administration duties to ensure the delivery of high quality teaching and learning.

Other Specific Duties:

- To continue personal professional development as required.
- Attend staff and other meetings and participate in staff training and development events as required.
- To actively engage in the performance review process.
- All support staff may be used to perform appropriate duties as and when required by the academy, commensurate with the salary grade of that post if it is higher than the employee's current salary.
- To work in the best interests of the academy, students, parents and staff.
- To adhere to the Academy's policies and procedures with particular reference to Child Protection, Equal Opportunities, Teaching and Learning and Health and Safety.
- Undertake the role of a Form Tutor within the academy's Vertical Tutoring pastoral College structure, and provide relevant and appropriate pastoral support.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

_____ Post Holder

_____ Line Manager

_____ Principal

_____ Date

PERSON SPECIFICATION

Job: General Administrator		
KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications & Experience	<ul style="list-style-type: none"> • 4 or more GCSE's at grade C or above, including English and Maths (or equivalent) • evidence of experience in an similar, office or administration role • experience of working to deadlines • experience of note taking and arranging meetings • experience of using databases, word processing and a range of other IT packages 	<ul style="list-style-type: none"> • experience of working in a school environment (understanding of safeguarding and Child Protection issues) • experience of SIMS
Knowledge & Understanding	<ul style="list-style-type: none"> • knowledge of administration systems and general office procedures • understanding of filing, storage and archive systems and procedures 	<ul style="list-style-type: none"> • the potential uses of data to support efficiency
Skills & abilities	<ul style="list-style-type: none"> • ability to communicate and negotiate effectively to a range of audiences (internal and external) through strong inter-personal, written, oral and presentation skills • sound judgment and ability to make decisions based on understanding of relevant information • able to prioritise work and to manage work to meet tight deadlines • adaptability to changing circumstances/ideas • work as an effective team member and apply given instructions • customer service skills • able to apply written and verbal instructions • able to organise, plan and complete tasks • able to work in a school environment, around children and young people • able to work as part of a team • high personal standards and able to provide a role model for students and staff • seek support and advice when necessary 	<ul style="list-style-type: none"> • negotiate and consult fairly and effectively • deal sensitively with people and resolve conflicts • able to develop and maintain effective communication systems
Personal Qualities	<ul style="list-style-type: none"> • adaptability to changing circumstances/new ideas • ability to inspire confidence in staff, students, parents and others • reliability and integrity and a commitment to confidentiality 	<ul style="list-style-type: none"> • determination to succeed and the highest possible expectations of self and others • a commitment to inclusive education