

Job Description – Administrator

The Futures Trust and Keresley Grange Primary Academy are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

Responsible to	Head Teacher / Business Manager
Grade	3 (pro rata salary £16,415 - £17,420 per annum)
Hours	37 hours per week term time + 1 week (39 weeks)
Location	Based at Keresley Grange Primary Academy

Job Purpose

To deliver an efficient, effective and professional administrative service to the school as required, facilitating and supporting the achievement of educational objectives and improving outcomes and opportunities for learners. With a particular focus on supporting school operations (including main reception), events and event management and trips.

Duties and responsibilities

- Undertake general administrative duties including but not limited to word processing, data inputting and management, filing and photocopying.
- Provide a professional and efficient main reception and telephone service for the school, by acting as the first point of contact, screening and referring enquiries and visitors as necessary.
- Liaise with colleagues, parents, students and representatives of external organizations as directed and required to fulfill the role.
- Implement and support the development of appropriate administrative processes, procedures and systems which are compliant with School / Trust policies and procedures and statutory requirements, including the Data Protection Act 1998.
- Develop and maintain a working knowledge of School and Trust policies and procedures relevant to the role.
- Ensure that both electronic and hard copy records are accurate, up to date and stored securely at all times, including the management of student details on SIMS and other school systems of tracking, recording and storing information
- Support the school in obtaining, collating and disseminating student data, including but not limited to attendance, progress and assessment and exams data.
- Interrogate data and produce reports and statistical information as required.
- Produce letters using and adapting templates provided or drafting where necessary.
- Check, update and provide student and staff timetables and class information as required.

- Collect outgoing mail and distribute incoming mail.
- Operate the school's text messaging and parental contact systems for the school where appropriate.
- Operate an effective stock control and ordering system for stationery, ensuring adequate supplies for the administrative and Hub teams.
- To administer, maintain and record medicines and medical records.

Line management

- The job involves no direct responsibility for the supervision, direction or co-ordination of other employees. The work may involve demonstration of own duties, or providing advice and guidance to new employees or others.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role of Administrator are up to date.
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.

Special conditions of employment
<p>Rehabilitation of Offenders Act 1974</p> <p>This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.</p> <p>If the jobholder is arrested, summonsed for an offence or receives a conviction a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the School's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.</p>
<p>Safeguarding and Promoting the Welfare of Children and Young People</p> <p>The jobholder is required to follow all of the School's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.</p>
<p>Health and Safety</p> <p>The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be</p>

accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

Equality and Diversity

The School and the Trust are committed to equality and value diversity. As such the School and the Trust are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the School and Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

Training and Development

The School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development and learning, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

The Trust Operates a Strictly No Smoking Policy

This applies to all School premises and those where School services are provided.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Job description reviewed by: Nicola Penlington - Headteacher

Date: October 2022