

 GREENWOOD ACADEMIES TRUST		<b>JOB SPECIFICATION</b> <b>Administrator</b>
Reports To: PA to Principal/Office Manager		
Why	<b>Job Summary</b> <ul style="list-style-type: none"> <li>To support the management of the academy in all administrative matters.</li> </ul>	
What	<b>Main Responsibilities</b> <ul style="list-style-type: none"> <li>The day to day maintenance of all reprographics machinery, wherever situated on the Academy site.</li> <li>Reporting defects in reprographics machinery.</li> <li>Ordering of all appropriate stocks to maintain the reprographics service.</li> <li>The administration of all financial and other procedures with regard to reprographics, providing monthly internal departmental expenditure details.</li> <li>Ensuring quality control within reprographics, maintaining the highest quality of copy.</li> <li>Advising staff on the most appropriate reprographic medium for work submitted.</li> <li>Preparing master materials from rough copies, where appropriate.</li> <li>Producing booklets, reports, etc. using stapling, folding or spiral binding where appropriate.</li> <li>Ensuring the safe and efficient use of the guillotine, laminator, electric stapler and binding machine.</li> <li>Operating the reprographics room within the copyright laws.</li> <li>Participating in arrangements for further job specific training and development.</li> <li>Developing working practices in line with Academy policy and practice, to safeguard the Health and Safety of all staff and pupils in authorised Academy activities, both on the Academy premises and elsewhere.</li> <li>Prioritising work to ensure maximum efficiency</li> <li>Undertaking/covering reception/switchboard duties as necessary, being the first point of contact for parents, pupils, visitors and staff.</li> <li>Sort and distribute incoming and outgoing mail and all incoming emails.</li> <li>Maintain a professional and positive approach whilst managing a wide range of conflicting priorities within a busy academy, ensuring confidentiality at all times.</li> <li>Maintain diaries, arranging appointments/meetings as appropriate, including venues, facilities and refreshments.</li> <li>Keeping visitors' logs up-to-date and informing relevant staff of all scheduled appointments.</li> <li>Providing clerical support, including word processing and other IT and admin-based tasks e.g. photocopying, filing, emailing, laminating and spiral binding within copyright laws.</li> <li>Undertaking routine administration i.e. detention letters, referrals and references, inventories, reports, data entry, etc.</li> <li>Collating and maintaining databases and academy systems.</li> <li>Collate pupil reports ready for distribution.</li> <li>Assist with any finance administration tasks where necessary.</li> <li>Administration of First Aid after completion of relevant training provided by the Academy.</li> <li>Informing senior management immediately any fire alarm sounds in school or if, for any other reason, evacuation of the buildings may be required. Assist with the roll call of staff using Inventory.</li> <li>Support the Office Manager with any duties deemed appropriate, prioritising workload in their Absence.</li> <li>Assist in the preparation of information for OFSTED inspections, Academy evaluations and any similar visits.</li> <li>Any other responsibilities deemed appropriate to the level of post.</li> </ul>	
How	<u>Competencies</u>	<u>Personal Attributes</u> (level expected when job is conducted to the required standard)

administrator - reprographics job spec

	<b>Framework</b> <i>Seeking to establish the framework and guiding principles; making a positive contribution to the wider life and ethos of the Trust.</i>	Demonstrates the Trust's ethos and adopts high standards of behaviour in their role.		
		Motivates others to take responsibility for their own health and safety.		
		Participate effectively as a member of a team, fostering positive relationships.		
		Efficient and methodical, monitors and attends to detail; checks for errors.		
	<b>Development</b> <i>Monitoring, coaching, guiding and supporting teams and individuals, setting examples of desired behaviours.</i>	Undertake appropriate professional development to secure progress in your career.		
		Developing practice ensures effective professional contribution across the department.		
	<b>Leading</b> <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Developing supervision skills and provides informal leadership/direction.		
		Consults at the start and as appropriate throughout the activity and within the team.		
		Willing to accept responsibility for own activities and those of the team.		
	<b>Task Management</b> <i>Establishing appropriate courses of action for oneself and others to accomplish.</i>	Involved in setting tasks.		
		Conscientious in adhering to deadlines and perseveres to achieve project tasks.		
		Makes short term, considered plans.		
	<b>Communication</b> <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Briefs immediate colleagues well, transferring knowledge as appropriate. Giving others opportunity to ask questions and check understanding.		
		Presents information in a structured and logical way, and uses a variety of communication techniques, taking account of the needs of the audience.		
	<b>Problem Solving/Decision Making</b> <i>Able to identify a potential problem, propose and assess solutions and decide upon a course of action.</i>	Reasons logically and focuses upon solving the problem, building upon previous experience.		
		Initiates joint decision making within own team.		
		Knows how to report, record and pass on information.		
		Deals with task problems within own team.		
	Context	Interfaces	Internal/External	Seek opportunities to collaborate with other professionals beyond the Academies and across the Trust.
			Financial impact/budget	Ensure resources are affordable and available to achieve improvement plans and stated strategic objectives.
		Scope	People (directly/indirectly manage)	Deputise in the absence of the PA to Principal/Office Manager/Business Manager. Act as a professional role model at all times.
Travel			You will be required to travel to academies as necessary.	
Education, Qualifications and Experience (EQE)		<p><b>Essential:</b> Educated to GCSE grade C/4 or equivalent standard in English and mathematics A working knowledge of Microsoft Office</p> <p><b>Desirable:</b> Relevant Business or Administrative qualification/experience Knowledge of safeguarding procedures Cash handling and management Working within an education establishment</p>		

	Safeguarding	All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check, in order to satisfy our statutory obligations.
	Data protection	All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.

Whilst every endeavor has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.