

# JOB SPECIFICATION **Administrator**



GREENWOOD  
ACADEMIES TRUST

Reports To: PA to Principal/Office Manager

## **Job Summary**

- To support the running of the academy in all administrative matters.

## **The successful candidate will:**

- Support the work of a very busy office
- Be organised, enthusiastic, and committed to the smooth running of this important area within the school
- Be flexible in their approach to work
- Be adaptable and well prepared
- Be able to relate to primary school aged children
- Be prepared to enter fully into school life
- Thrive working in an office environment & enjoy working with people
- Have the ability to work calmly under pressure, to be committed to a busy environment which can be highly demanding at times.
- Use their own initiative to solve problems
- Have the ability to prioritise and meet deadlines
- Knowledge / experience of using MIS (SIMS) (full training will be given)
- Excellent communication skills & a pleasant disposition
- Good working knowledge of MS office (word, excel, emails, Teams etc) essential
- A calm, confident telephone manner is essential in this busy school office.
- A flexible approach to working on your own and within a team is essential.
- 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.
- Collating and maintaining databases and academy systems.
- Collate pupil reports ready for distribution.
- Assist with any finance administration tasks where necessary.
- Support the Office Manager with any duties deemed appropriate, prioritising workload in their Absence.
- Any other responsibilities deemed appropriate to the level of post.
- Maintain a professional and positive approach whilst managing a wide range of conflicting priorities within a busy academy, ensuring confidentiality at all times.

	<u>Competencies</u>	<u>Personal Attributes</u> (level expected when job is conducted to the required standard)
--	---------------------	---

	<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.	
	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)	<b>Essential:</b> Educated to GCSE grade C/4 or equivalent standard in English and mathematics A working knowledge of Microsoft Office  <b>Desirable:</b> Relevant Business or Administrative qualification/experience Knowledge of safeguarding procedures Working within an education establishment
	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.