

JOB SPECIFICATION

**Administrat or**

Reports To: Principal/Office Manager

Why

**Job Summary**

- To provide general clerical and administrative support to the academy.

What

How

|  |   |  |  |
|--|---|--|--|
|  | <b>Task Management</b><br><i>Establishing appropriate courses of action for oneself and others to accomplish.</i>   | Involved in setting tasks.   |  |
|  |   | Makes short term (daily, weekly) considered plans.   |  |
|  |   | Conscientious in adhering to deadlines and perseveres to achieve project tasks.  |  |
|  | <b>Communication</b><br><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 other 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><br><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, understands and complies with procedures relating to information and confidentiality  |  |
|  |   | 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.  |  |
|  | English Language Fluency  | An ability to converse at ease with all customers and provide accurate advice in order to fulfill all spoken aspects of the role through the medium of spoken English. |  |
|  | Financial impact/budget   | Ensure resources are affordable and available to achieve improvement plans and stated strategic objectives.  |  |
| Scope  | People (directly/indirectly manage)   | Acts as a role model, promoting consistently high expectations of behaviour in a professional and courteous manner.  |  |
| Education, Qualifications and Experience (EQE) | <b>Essential:</b><br>Educated to GCSE grade C/4 standard (or equivalent) in English and Maths.<br>Experience of working in an administration role and using Microsoft Office<br>Knowledge of safeguarding procedures<br><b>Desirable:</b><br>Business Administration Level 3<br>Recognised First Aid certificate<br>Experience of supervising children as a parent or carer |  |  |
| 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 data protection and have a duty to observe and follow the principles of the GDPR Regulation.   |  |  |

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.

