

 GREENWOOD ACADEMIES TRUST		JOB SPECIFICATION Administrator/Receptionist	
Reports To: Business Manager			
Why	<b>Job Summary</b> <ul style="list-style-type: none"><li>The postholder will provide administrative, receptionist and routine clerical support to the Academy.</li></ul>		
What	<b>Main Responsibilities</b> <ul style="list-style-type: none"><li>The postholder will be required to use the Trust's standard computer hardware and software packages where appropriate as well as Microsoft Office packages.</li><li>The postholder will be the first point of contact for parents, pupils, visitors and staff.</li><li>Maintaining diaries, arranging appointments / meetings as appropriate.</li><li>Keeping visitor logs up-to-date and informing relevant staff of all scheduled appointments.</li><li>Use of SIMS pupil management system for recording and reporting attendance; recording school dinners; updating Pupil Premium information and producing data and reports as required.</li><li>Providing clerical support, including word processing and other IT and admin based tasks eg. photocopying, filing and emailing.</li><li>Sorting and distributing incoming and outgoing mail and emails.</li><li>Collating and maintaining pupil details both manual and computerised.</li><li>To utilise data systems for both staff and pupils.</li><li>Assisting in responses to queries.</li><li>Undertaking routine administration ie. Letters, referrals, references, inventories, reports, data entry, etc.</li><li>Organise hospitality for meetings and other events</li><li>Maintaining the Staff Safe register, checking supply staff dbs compliance records and updating information.</li><li>Health and safety administration.</li><li>Maintain a professional and positive approach whilst managing a wide range of conflicting priorities within a busy academy.</li><li>Ensuring confidentiality at all times.</li><li>Awareness and adherence to GDPR policy.</li><li>Any other responsibilities deemed to be appropriate to the role.</li></ul>		
How	<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>	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.	
		Involved in setting tasks.	
	<b>Task Management</b> <i>Establishing appropriate courses of action for oneself</i>	Conscientious in adhering to deadlines and perseveres to achieve project tasks.	
		Makes short term. considered plans.	

Context	and others to accomplish.	Briefs immediate colleagues well, transferring knowledge as appropriate. Giving others opportunity to ask questions and check understanding.	
	<b>Communication</b> <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Presents information in a structured and logical way, and uses a variety of communication techniques, taking account of the needs of the audience.	
		Reasons logically and focuses upon solving the problem, building upon previous experience.	
	<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>	Initiates joint decision making within own team.	
		Knows how to report, record and pass on information.	
		Deals with task problems within own team.	
		Internal/External	
	Interfaces	Financial impact/budget	Seek opportunities to collaborate with other professionals beyond the Academies and across the Trust.
		People	Act as a professional role model at all times.
	Education, Qualifications and Experience (EQE)		<ul style="list-style-type: none"> <li>• Grade C/4 or above in GCSE English and maths</li> <li>• Experience of working in an administration role</li> <li>• Proficient use of Microsoft Office</li> <li>• Knowledge of safeguarding procedures</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Experience of working within an education Establishment</li> <li>• Educated to GCSE grade C/4.</li> </ul>
	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.

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.