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**Northern Education Trust – Job Description**

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| **Job Title:** | Administrator (No BM) | **JE reference number** | | | JE371 |
| **Base:** | Academy | | | | |
| **Reports to:** | PA to Principal/Office Manager | | **Salary Range:** | Grade 3  SCP 7 - 8 | |
| **Service responsibility:** |  | | **Salary:** | £24,294.00-  £24,702.00  (FTE, Salary to be pro rata) [Delete as appropriate] | |
| **Additional:** |  | | **Term:** | 37 hours, 41 weeks | |

**JOB PURPOSE**

* To provide efficient and effective support to the PA to Principal / Office Manager
* To work proactively, innovatively and responsively to provide excellent administrative support to the academy

**JOB SUMMARY**

1. Provide administrative support to the academy, ensuring confidentiality where appropriate, as delegated by the PA to Principal / Office Manager
2. To support the PA to Principal/Office Manager in the administration of finance and insurance claims. This includes any queries from suppliers and insurers
3. Assist with internal and external meeting arrangements, including room and catering booking, preparation of agendas and papers, distribution of appropriate papers, and minute taking as required
4. Organise and maintain effective administrative and filing systems, both paper and electronic in order to provide an efficient working environment
5. Maintaining and updating the academy MIS system with student information including admissions to the academy
6. Support the PA to Principal/Office Manager with the administration of exclusion letters, relevant documentation and arranging student discipline meetings
7. Manage the academy lunch money system and prepare monies for banking
8. To provide a professional and effective reception provision, demonstrating excellent customer service skills when acting as the first point of contact for the academy. This includes answering all incoming calls, greeting and dealing with visitors, stakeholders and students
9. Ensuring that all visitors follow the correct signing-in process, lanyards are issued in accordance with the Trust policy and safeguarding procedures are met
10. Maintain the office photocopier, logging maintenance calls and ordering replacement toners
11. Administer the academy postal system, ensuring all post is recorded appropriately
12. Opening and distribution of all the post delivered to the academy
13. To assist with setting up of academy events, presentations and other activities
14. Fire Marshall duties in the case of fire and/or emergency evacuation
15. To undertake first aid duties on behalf of the academy
16. To comply with the academy policies and procedures at all times
17. Undertake and attend any training and other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation
18. To comply with the academy’s child safeguarding procedures, including regular liaison with the Designated Child Safeguarding Person over any safeguarding issues or concerns

**GDPR**

1. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality

**Safeguarding**

1. To follow all safeguarding and child protection policies and procedures
2. This role wholly or mainly involves working with children

**General**

1. To participate in wider Trust meetings and working groups as required

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Signed: …………………………………… Date: ……………………………….