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| Trinity Academy AkroydonJob Description | | C:\Users\b.kelly\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\2E70C72F.tmp |
| Job Title: | Senior Administrator |  |
| Job Scale: | Scale 5 (Point 12 – 17) |  |

**BASIC JOB PURPOSE**

* To support the delivery of an efficient, professional and effective administration service across the academy.
* To develop effective administration systems to support teaching and learning across the academy.
* To produce documents, update databases and provide reports, as requested, to a high standard and on time.
* To provide a high-quality administration support, providing (sometimes complex) solutions to a range of leaders and managers.
* To fulfil aspects of finance and operations within the academy.

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| **Reporting to:** Finance and Operations Manager |
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**MAIN RESPONSIBILITIES**

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| **1** | To deliver a high quality, effective, professional administration support service to all staff and Governors of the academy. |
| **2** | To develop and improve administration systems, to ensure that staff have access to a professional administration service that is delivered in line with published service levels. This includes any quality assurance systems. |
| **3** | To produce reports and other data to inform SLG and Governors, as requested. |
| **4** | To co-ordinate general office duties, such as academy filing and archive systems and reception cover. |
| **5** | To contribute to the high standard of all external and internal communications produced by the administration team, by checking quality and accuracy and ensuring that information is produced on time and in accordance with academy policy and branding. |
| **6** | To contribute to the quality and accuracy of relevant student and staff databases, including inputting data and maintaining the student contact details. |
| **7** | To support the production and maintenance of the academy calendar and bulletins, and to coordinate with relevant staff on academy mailings. |
| **8** | To provide information, advice and guidance (both internally and externally), answer routine queries from internal and external enquirers, in line with academy policies and Child Protection/Data Protection policies and procedures. |
| **9** | To train, provide support, coaching and guidance to administration colleagues within the Trust. |
| **10** | To work across the Administration team, as and when required. This includes providing general administration support for academy activities, evening events or functions, and to support senior meetings as notetaker. (Please be aware that some events take place in the evening, therefore flexibility is required.) |
| **11** | To be responsible for the academy maintaining a good public image by ensuring that the administration team deal professionally and appropriately with enquiries from the visitors, staff, students and parents. |
| **12** | To fulfil aspects of finance and operations within the academy as directed by line management. |

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| Other Specific Duties: |
| * All staff are expected to demonstrate consistently high standards of personal and professional conduct and maintain high standards of ethics and behaviour, within and outside school. * Treat all students with dignity, observe proper boundaries and understand that every adult in the academy has a responsibility to safeguard children and young people. * To continue personal professional development as required. * Attend staff and other meetings and participate in staff training and development events as required. * To actively engage in the performance review process. * All support staff may be used to perform appropriate duties as and when required by the academy, commensurate with the salary grade of that post if it is higher than the employee’s current salary. * To work in the best interests of the academy, students, parents and staff. * To adhere to the academy’s policies and procedures with particular reference to Child Protection, Equal Opportunities, Teaching and Learning and Health and Safety. * Provide relevant and appropriate pastoral support. * To work flexibly, including some evening work, and to travel, as required, to meet the needs of the role. * To work at locations across the academy trust, 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. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.  This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title. |
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| **PERSON SPECIFICATION** | | |
| **Job: Senior Administrator** | | |
| **KEY CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications & Experience** | * a good standard of education including English and Maths * evidence of experience in a similar, office or administration management role * experience of working to deadlines and providing administration systems * experience of note taking and arranging meetings * experience of using databases, word processing and a range of other IT packages * working with young people and inner-city communities | * 5 or more GCSE’s at grade C or above, including English and Maths (or equivalent) * experience of working in a school environment (understanding of safeguarding and Child Protection issues) * experience of using Bromcom |
| **Knowledge & Understanding** | * innovative approaches to developing administration systems and procedures * understanding of filing, storage and archive systems and procedures * effective review and evaluation procedures * understanding of service level agreements and customer service | * innovative approaches to working with staff, students and other academy partners * the potential uses of data to support efficiency |
| **Leadership & Management** | * to effectively manage and work as a member of a team, participate in meetings and negotiate as necessary * co-ordinate the work of others * set high standards and provide a role model for students and staff and take responsibility for own and others professional development * liaise effectively with other organisations and agencies * develop, maintain and use colleagues and contacts, seeking advice and support when necessary | * motivate all those involved in the delivery team * deal sensitively with people and resolve conflicts * strategies for ensuring equal opportunities for all stakeholders |
| **Skills & abilities** | * well-developed time management, planning and organisational skills * ability to communicate and negotiate effectively to a range of audiences (internal and external) through highly developed inter-personal, written, oral and presentation skills * sound judgment and ability to make decisions based on understanding of relevant information * able to prioritise work and to manage work to meet tight deadlines * adaptability to changing circumstances/ideas * strong initiative skills and able to apply good judgment in difficult situations | * negotiate and consult fairly and effectively * deal sensitively with people and resolve conflicts * direct and co-ordinate the work of others * able to develop and maintain effective communication systems |
| **Personal Qualities** | * adaptability to changing circumstances/new ideas * ability to inspire confidence in staff, students, parents and others * reliability and integrity and a commitment to confidentiality | * determination to succeed and the highest possible expectations of self and others * a commitment to inclusive education |