

## JOB DESCRIPTION

JD no: 2

### Job Details

Post Title	Administrator
Responsible to	Line Manager

### Purpose of job

To provide administrative and organisational services to the school under the management and guidance of senior staff.

### Responsibilities

1. Provide specific administrative and organisational services to the school, responding to support requests in line with agreed timeframes.
2. Analyse and evaluate data and information and generate accurate reports in line with established guidelines and deadlines.
3. Process routine forms, populate templates and returns etc., including those to outside agencies.
4. Liaise with parents/carers, pupils, other staff and external agencies in a professional manner.
5. Assist with organisation of meetings, visits and events. Take notes where required.
6. Contribute to the planning and development of administrative procedures and systems.
7. Undertake word-processing and IT based tasks including operation of relevant equipment and advanced IT packages.
8. As directed, undertake personnel administration as required, including processing forms and filing.
9. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
10. To undertake any other duties, commensurate with the level of the post, as may be required from time to time.

Individuals in this role may also undertake some of the following:

1. Undertake all aspects of reception duties to include operation of the switchboard (answering incoming telephone calls as appropriate and emailing details when recipient is unavailable) and maintaining a log for visitors, staff and students during the day. Ensure a safe and tidy reception environment is maintained at all times
2. Undertake day-to-day supervision of admin staff.
3. Assist with the operation of the management information system.

### Assessment and Reporting

- Standard of work will be assessed by the Line Manager and as such the Administrator will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

### Student Care Role

- The Administrator will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

### **Training and Development**

- Training and development will be given to ensure that the Administrator is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

### **Communication**

The Administrator will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

### **Discipline, health and safety**

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

### **Hours of work**

- The Administrator is employed for 37 hours per week for 40 weeks. [Term time + 5 training days, + 5 additional days]

### **Collegiate responsibility**

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy

### **Performance Management**

The Administrator will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

#### **Appraisal**

The Administrator will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

### **Role Review**

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.