



JOB TITLE:	Senior Administrator
GRADE:	NJC Pay Scale points 12 – 17 FTE £28,598 - £31,022 (actual pro rata salary: £24,625 - £26,712)
HOURS OF DUTY:	36 hours a week, term time only plus 5 inset days. Monday to Thursday: 8.30am – 16:30pm Friday: 8.30am – 14.30pm
RESPONSIBLE TO:	Executive School Business Manager

PRINCIPAL REPONSIBILITIES

- Line Management of: 1 x Receptionist/Admin
- Manage the work of the office staff, plan and co-ordinate activities making sure all deadlines are met and that front of house is always staffed.
- Assist in the recruitment of staff.
- Informing the Executive School Business Manager/Trust of staff absence or HR issues
- Follow financial administration processes for the Trust
- Responsible for requisitions and purchasing processes for the school.
- Support Caretaker with administrative duties in relation to:
 - *Approvals*
 - *Contracts*
 - *Maintenance*
 - *Health and Safety*

ADMINISTRATION

- Assist on Reception when required, ensuring that front of house is always manned.
- Offer helpful, friendly, approachable and professional service at all times and take appropriate action on own initiative, resolving minor matters, referring more serious matters to an appropriate staff member.
- Support leadership by keeping the school website and social media up to date when required
- Assist in booking staff onto training courses and booking trainers for in-house

training

- Ensure business continuity of the administration function at all times.
- Follow the Trust financial administration policies and procedures for raising orders, reconciling payments using the correct forms and systems. Correctly recording charge card use using the forms and submit all receipts.
- Being responsible for the school charge card
- Complete school newsletter every terms to be shared with all stakeholders.

FINANCE

- Provide administration support with both current and new contracts.
- Purchase order requests.
- Raise requisitions for staff as and when needed, following the Trust processes
- Process purchase order requests in accordance with the Academy Trust Financial Handbook ensuring best practice and value for money.
- Manage the schools Wilful Damage process, including raising invoice.
- To liaise and be the first point of contact with staff regarding any issues that may arise in relation to payroll

STAFF & HR

- In conjunction with the Trust, and Executive School Business Manager, assist with the recruitment process. Co-ordinate the interview process including candidate communication and schedule of the day.
- When requested, help prepare job adverts, job descriptions and person specifications from standard formats prepared by the Executive Headteacher/ Head of School.
- Complete new starter inductions
- Complete Safer recruitment training and update training on a regular basis.
- Inform Executive School Business Manager of staff absence
- Assist in staff absence management procedures
- Assist the Executive School Business Manager in keeping staff personnel records up to date with the school admin and the trust

GENERAL RESPONSIBILITIES

- Support the Site Manager with Health and Safety, and the smooth running of the building.
- Report any accidents to the Executive School Business Manager and Trust
- Amend the Single Central Record in relation to agency workers, contractors and volunteers.
- To undertake any other duties that may fall within the remit of this post.
- To work consistently to uphold school's aims
- To work in a co-operative and appropriate manner with all stakeholders

- To work with pupils and parents in a courteous, positive, caring and responsible manner at all times.
- To work with visitors to school in such a way that it enhances the reputation of the school
- To seek to improve the quality of the school's service
- To present oneself in a professional way that is consistent with the values and expectations of the school
- Comply with policies and procedures relating to: child protection; health, safety and welfare; confidentiality and data protection; safeguarding, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/ professionals
- Attend and participate in regular meetings as required
- Participate in training and other learning activities and performance development as required

UNIFORM

- To wear a branded uniform as part of the role as Administration.
- To act as an ambassador of Kings Academy Trust

The job description is current but recognises that while effort has been made to explain the main duties and responsibilities, each individual task may not be identified. It is recognised that technological changes and advancements make it impossible. Therefore, in consultation with the post holder, it may be amended to reflect or anticipate any changes to the role.

Sept 25

PERSON SPECIFICATION

Essential & Desirable Criteria

Category	Essential	Desirable
Qualifications & Training	- GCSEs (or equivalent) in English and Maths (Grade C/4 or above) - Evidence of continuing professional development	- Relevant administrative or business qualification (e.g. NVQ Level 3 or higher) - Safer Recruitment training (or willingness to complete)
Experience	- Experience working in a busy school or office environment - Experience managing or supervising staff - Experience of financial processes and budget monitoring - Experience supporting recruitment processes and HR administration - Experience of working with a range of stakeholders	- Experience working within an educational setting - Experience maintaining a Single Central Record (SCR)
Knowledge	- Strong working knowledge of administrative and clerical procedures - Awareness of financial procedures, including requisitions and invoice processing - Understanding of safeguarding, data protection and confidentiality principles	- Knowledge of school management systems (e.g., SIMS, Arbor) - Knowledge of school HR processes and safer recruitment practices
Skills & Abilities	- Excellent communication and interpersonal skills - Ability to prioritise work and meet deadlines - High level of accuracy and attention to detail - Strong organisational skills - Ability to use initiative and solve problems independently - Competent in using Microsoft Office (Word, Excel, Outlook) - Able to maintain professionalism and confidentiality - Ability to manage competing demands effectively	- Ability to update websites and social media platforms - Familiarity with financial software used in schools

Category	Essential	Desirable
Personal Attributes	- Professional and approachable manner - Committed to high standards and continuous improvement - Flexible and adaptable to changing needs - Positive, proactive and team-oriented - Reliable and punctual	- Enthusiastic and willing to take on new challenges
Other Requirements	- Willingness to wear a branded uniform - Commitment to safeguarding and promoting the welfare of children - Willingness to undergo relevant training and development	- First Aid qualification (or willingness to train)