



Role Profile

Job Title: Senior Administrator

Responsible to: Principal

Important Functional Relationships:

Internal

CFO, staff within Wave Multi Academy Trust. Members of the MAT Board, Executive Committee and all other related Committees/Sub Groups.

External

Principals and other school-based staff; Pupils and their Parents/Carers; FE Colleges and other Outside Providers; Other outside agencies, both statutory and non-statutory.

Main purpose of Job

- To provide administrative, secretarial, data and financial support to the Principal, staff and pupils of the Academy.
- To liaise and collaborate with external agencies, contractors as well as parents, carers and schools.
- To help ensure that staff follow our policies and procedures
- To help ensure that the Trust's Safeguarding policy is complied with
- To actively support the school's behaviour policy and systems in order to assist the delivery of outstanding education to our students.

Professional competencies

- Display personal and interpersonal development and team-working skills;
- Pro actively plan, organise and manage workload;
- Display reflective practice and reflexivity;
- Display knowledge of safeguarding procedures;
- Undertake analysis and synthesis of complex information;
- Display knowledge and understanding of appropriate use of ICT in an education setting;
- Display integrity and honesty in relationships with stakeholders'
- Display regular evidence of initiative taking;
- Display robust self management skills with regard to problem solving;

- Willingness to complete Team Teach training and to actively support the principals of Team Teach whilst undertaking duties associated with the role.

Duties

- To provide a professional and confidential secretarial service for the Academy, including word processing of correspondence, reports, publications and other documents as required.
- To act as a first point of contact for the Academy in person and on the telephone: to welcome visitors, ensuring that signing in procedures are followed with regard to safeguarding; to receive and prioritise incoming telephone calls and deal with them appropriately taking messages as required.
- To ensure that the Single Central Record is up to date
- To ensure that all HR related processes/forms are completed from shortlisting stage through to leaver stage
- To act as a first point of contact with respect to Academy-based emergency procedures.
- Sort, administer and distribute incoming and outgoing post
- To ensure all Academy records and files remain up-to-date and in accordance with Data Protection legislative requirements and to participate in maintaining appropriate back up systems.
- Arrange, attend and minute meetings as requested, keeping diaries, taking appointments and liaising with staff, parents/carers and alternative providers/outside agencies as appropriate.
- Arrange and minute local governing body meetings ensuring that governance policies and procedures are adhered (e.g. quoracy, scheme of delegation requirements, business interests)
- To be responsible for office organisation, including stock control of stationery and consumables, obtaining information regarding the costs and delivery of goods and services, processing authorised orders using PSF, receipt and distribution of goods.
- Administer and reconcile petty cash account, monitoring of budget information so that the Academy remains within financial parameters. Processing purchase orders, invoices and petty cash claims on PSF. Completing monthly purchase order and monthly non-payroll reconciliations.

- To ensure the safeguarding of the Academy assets via the inventory and other means raising internal and external invoices using PSF.
- Responsibility for being the credit/debit cardholder and for the correct use of the credit/debit card for purchasing supplies for the Academy.
- Monthly payroll checks on overtime, expenses & mileage including insurance checks, and processing travel and expenses claims using excel spreadsheet.
- Production and maintenance of Schoolpod and manual records including the collation of information for returns, reports and statistics as required by the Principal, LA, DfE/Ofsted (eg weekly attendance data, census returns, KPI records).
- To maintain pupil records appropriately, ensuring confidentiality with such records.
- Responsible for the administration associated with the Academy's intake of new pupils and pupils leaving the School including transport arrangements, ensuring records are created and forwarded appropriately and archived.
- To ensure the provision of administrative support in respect of timetables, registers and pupil absences, staff files including absence and training, Academy events, trips and medical visits.
- Encourage appropriate social behaviour, during school hours both in and out of school and cater for the general welfare and safeguarding of pupils;
- Complete Team Teach training and support the principals of Team Teach both in and out of school;
- Any other task as may be deemed necessary to facilitate a positive office and learning environment;
- To maintain confidentiality of information acquired in the course of undertaking duties for the Service;
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Academy's Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection);
- The post holder is responsible for his/her own self-development on a continuous basis.
- To be aware of and adhere to the Academy's child protection policy and procedures, and to report any concerns under such procedures which may be discovered during the course of duty.
- The post holder will be expected to undertake training as required.