

# THE ROSELAND MULTI ACADEMY TRUST

## JOB DESCRIPTION

<b>Job Title:</b>	School Administrator
<b>Grade:</b>	E
<b>Employment:</b>	23 hours per week, term time (38 weeks), plus an additional 23 hours (one week) and overtime as required.  Salary paid for 44.6 weeks per year  School holidays will be classed as leave. Payment for leave has been included in the calculation of the annual salary, therefore, no leave should be taken during school term time unless specific prior approval has been obtained from the Chief Executive Officer/Headteacher
<b>Responsible to:</b>	CEO, Headteacher, Leadership Team, Office Manager, Chair of the Trust Board
<b>Direct/Indirect Supervisory Responsibility:</b>	None
<b>Important Functional Relationships:</b>	Internal: Headteacher, Leadership Team, Office Manager, PA to the Headteacher, Central Team, reception and administration team, teaching and support staff, students. Other: Trust Board/Local Monitoring Committee, Multi Academy Trust partners, other schools and colleges, contractors, suppliers of goods and services, parents/carers, visitors to the school.

### Main Purpose of Job

As an administrator you will support the smooth day to day administrative functions of a busy school undertaking a range of tasks as directed by your line manager. This will include dealing the visitors at reception, dealing with telephone and email enquiries, first aid, photocopying, room bookings, attendance monitoring as well as working with data, IT, liaising with staff, students, parents and external agencies. The information concerned is often of a confidential nature and therefore it needs to be stored securely and accurately, as well as handled with discretion.

### Duties and Responsibilities

#### Reception

- As part of the administration team, to welcome visitors in a professional manner, ensuring signing-in and safeguarding procedures are followed and visitors are aware of fire evacuation processes.
- Receive and prioritise incoming telephone calls, voicemails and general enquiry emails and deal with them appropriately including recording and distributing messages as required, ensuring that all messages are distributed in an accurate and timely manner.
- Ensure appropriate standards of tidiness and order in the school reception area so as to project a professional and welcoming environment for parents, students and visitors to the school.
- To provide administrative support including production of letters and proofreading documents.
- To open, sort and distribute incoming mail in a timely manner. To prepare and post outgoing mail appropriately in accordance with Royal Mail regulations.
- To take appropriate action in the event of an emergency and communicating with staff and parents as necessary. Produce registers for when the fire alarm is sounded and be aware of the fire evacuation procedures.
- To record signing-in and out entries and the recording of late students.
- To assist in processes and procedures which promote good student attendance and reduces persistent absenteeism (PA), which includes making telephone calls and ensuring prompt submission of registers by all appropriate staff.

- Follow the schools' Student Leave of Absence policy upon receipt of a request from parents/carers, following procedures, ie logging on SIMS, and follow-up communications.
- Checking the attendance records of students on Bromcom for overall attendance, other leave requests, unauthorised absence, contacting parents/carers for further information if the form does not contain enough detail.
- Provide cover for other administrative staff members, if required and when possible.

#### **Student Administration, under direction of the Administration Manager**

- Support communications with Cornwall Council regarding student admission applications.
- Support processes regarding prospective families from admissions enquiry through to the enrolment of new students at the school.
- Manage and update the online admissions system and communicate with schools and Cornwall Council Admissions Team using secure email systems.
- Respond as appropriate to all queries from Cornwall Council regarding admissions and students on roll.
- Liaise with relevant student support staff to provide a smooth service to students applying to the school.
- Create and maintain accurate student records, files and profiles. All information should be recorded and stored correctly and sent securely.
- Ensure the timely receipt and delivery of Common Transfer Files and coordinate the safe and secure transfer of student information when there is a change of setting.
- Ensure all relevant data is recorded accurately on SIMS and communicated to relevant parties.
- Record and process all new students and any leavers and keep the migration spreadsheet up to date.
- Monitor and record Free School Meals, communicating with the catering provider and updating student records as appropriate.
- Provide a point of contact for all queries from staff/parents/carers/outside agencies/students regarding FSM.
- Support with exam administration, assisting them to ensure exam processes are strictly followed and key deadlines are met.
- Administer the receipt, distribution and retention of exam certificates according to the regulations.
- Assist with the organisation of examination certificates ready for distribution to students.

#### **Other**

- Maintain highly professional relationships with students, exercising appropriate authority, and act decisively when necessary.
- Be a positive role model and demonstrate consistently the positive attitudes, values, cultures and behaviour.
- Have high expectations and be responsible for promoting and safeguarding the welfare of children and young people within the school and Trust, raising any concerns following school protocol/procedures.
- Participate in any relevant meetings/professional development opportunities at the school/Trust.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Be aware of, and adhere to, applicable rules, regulations, legislation, policies and procedures within the Trust including safeguarding, health and safety, equality and diversity and data protection.
- Maintain confidentiality of information acquired in the course of undertaking duties for the Trust.
- You may be required to work at other schools within the Trust, within mid-Cornwall, as directed by the CEO.
- To undertake other duties appropriate to the grading of the post as required.

The Roseland Multi Academy Trust is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.

## PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b><u>Relevant Experience</u></b>	Practical experience of working in a busy office environment with continual interruptions. Practical experience of ICT, email and other office electronic applications.	Knowledge of Bromcom. Relevant work experience within a school/college environment. Knowledge of safeguarding.
<b><u>Education &amp; Training</u></b>	Attainment of GCSEs or equivalent (educated to level 2 standard) to include Maths and English. First Aid qualification or willingness to undertake training and update every 3 years.	Attainment of level 3 qualifications or equivalent (eg: A Levels).
<b><u>Special Knowledge &amp; Skills</u></b>	Able to assist students and be approachable and sensitive to the needs of all students. Excellent ICT skills, oral and written skills and telephone manner. Ability to work on own initiative and within a team. Organisation and communication. Reliable, excellent time keeping, adept at managing competing priorities and working under pressure.	Driving licence.
<b><u>Any Additional Factors</u></b>	Professional, tactful and sensitive. Discreet and confidential. Reliable, can-do attitude and flexible. Enjoys working with young people. Can work collaboratively with others to develop effective professional relationships. Can make a positive contribution to the wider life and ethos of the school and Trust.	