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| **Job Description – Northampton International Academy**  |
| **Job title:** | School Administrator |
| **Responsible to:** | Operations Manager  |
| **Liaising with:** | Members of the Trust HT team, members of the school Senior Leadership Team (SLT), other teaching and support staff, teaching supply agencies. |
| **Pay range:** | NJC 5 -10 |
| **Contract terms:** | 39 weeks per year (term time + INSET days)37 hours per week Normal working hours 07:00 – 14:30 Mon - Fri(30 mins unpaid lunch per day)Permanent  |



All staff should be committed to the school and East Midlands Academy Trust’s purpose to provide a relentless focus on great leadership and management and outstanding teaching. East Midlands Academy Trust is committed to support the school leaders, teachers, and support staff to be the best they can be.

**Role of the School Administrator**

The role of the School Administrator is to be the point of contact between the school and the Trust’s People & Culture Team about all personnel matters from advertising, through to employment checks and maintaining the Single Central Record, as well as making arrangements for covering absent staff.

**Key Responsibilities**

* To administer the Single Central Record and ensure all employment checks are carried out and entered on the record.
* To administer cover arrangements for absent staff, in liaison with a member of SLT and teaching supply agencies as necessary and produce the cover list of staff daily.
* To administer room changes as necessary.
* Ensure that all staff records are compliantly maintained in the HR system
* To be the point of contact between the school and the Trust People & Culture team.
* Ensuring that all vacancy advert approvals are requested and uploaded on the HR system
* Ensure all appropriate proof of eligibility to work information is received at recruitment stage and this is verified as appropriate.
* Undertake Safer recruitment training and support on short listing and interview processes for the school
* To be main the point of call between the school and candidate, keeping regular contact and ensuring the candidate has a smooth onboarding period.
* Ensure all employment checks are completed prior to a new member of staff starting work at the school and that all are entered on the Single Central Record correctly, in line with safer recruitment protocols.
* Receive calls from staff phoning in to say they are not able to come to work that day from 07:30 each working day.
* Input all staff absences that are known of in advance.
* Allocate cover supervisors and other staff to ensure all lessons are covered each day.
* Liaise with teacher supply agencies to employ supply staff when permitted by protocols and keep an accurate record of the reasons each supply teacher was employed each day.
* Liaise with finance team to keep them informed about which agency staff have been used to cover which absent staff and what the cost was.
* Enter all reasons for absence into the HR system for each member of staff, including medical notes where relevant.
* Create reports on staff attendance data as required.
* Remind the relevant line manager to complete a ‘Return to Work’ form for each member of staff who is off work through sickness on each occasion they are off work through sickness and to log the form on their personnel files.
* Maintain staff records and personnel files, including their training records.
* Liaise with the Deputy Headteacher about rooms and cover arrangements when the regular timetable is suspended (for example for Y11 and Y13 revision timetable weeks) and for exam periods.
* Act as support for line managers by note taking for local formal meetings
* Take a leading role in the implementation and/or development of local Employee Engagements forums.

**General Requirements**

* Demonstrate awareness of the school’s educational and behavioural policies.
* Adhere to the Staff Code of Conduct, dress code and other policies relating to staff.
* Demonstrate a record of excellent attendance and punctuality.
* Be aware of and comply with policies and procedures relating to safeguarding, health & safety, security, confidentiality, and data protection reporting all concerns to the appropriate person.
* Be aware of and support diversity and ensure all students have equal access to opportunities to learn and develop.
* Appreciate and support the work of other professionals.
* Participate in training and other learning activities and performance development as required.
* Participate in the school’s appraisal scheme in order to develop and enhance personal and service performance.
* Any other duties as reasonably requested by the Line Manager or Headteacher.
* All support staff complete some student supervision duties during the students’ lunchtime.

**Additional duties**

Whilst every effort has been made to explain the main duties and responsibilities, please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out.

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.

**N.B.** The post holder will carry out his/her responsibilities in accordance with the Trust’s equal opportunities policy.

This job description is provided to assist the post holder to know what his/her duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of the post.

**Health and Safety**

So far as is reasonably practical, the post holder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and students.

**Safeguarding**

EMAT is committed to the safeguarding of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Board of Trustees to ensure the safety of all young persons within its care.

**Equal Opportunities**

It is the policy of EMAT to provide equal opportunities for all individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. EMAT promotes equal employment opportunities in all aspects of employment through positive employment policies and practice.

If any special requirements are needed to attend an interview, please inform the trust.

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| Compiled by: **HR**  | Revision Number: v2  |
| Approved by Headteacher: E Dormor | Revision Date \_\_\_/\_\_\_/\_\_\_ |
| Approved by HRBP:  |  |

**East Midlands Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**All appointments are subject to safer recruitment requirements.**

**This post is subject to an Enhanced DBS Disclosure**

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Education and Qualifications** |
| Good level of education to at least 5+ GCSEs at grade 4 – 9 (or equivalent) |  | **** |
| Educated to A level standard (or equivalent) |  | **** |
| Further qualifications |  | **** |
| Willingness to be first-aid trained |  | **** |
| **Experience**  |
| Administrative work | **** |  |
| Working with teenagers |  | **** |
| Liaising with a range of adults | **** |  |
| Working in a school environment |  | **** |
| Ability to use a telephone switchboard, Outlook, and other Microsoft software | **** |  |
| Experience in the use of SIMS or Arbor |  | **** |
| **Knowledge and understanding** |
| An understanding of safeguarding policies and procedures | **** |  |
| An understanding of confidentiality  | **** |  |
| **Skills and Attributes** |
| Good administration and organisation skills | **** |  |
| Able to prioritise and meet tight deadlines | **** |  |
| Ability to take initiative when required | **** |  |
| IT literate | **** |  |
| Able to stay calm and professional, even under pressure | **** |  |
| Able to learn new skills | **** |  |
| Able to liaise with a range of adults professionally | **** |  |
| **Personal Qualities**  |
| Cheerful, energetic, and flexible approach  | **** |  |
| Able to work well under pressure | **** |  |
| Excellent interpersonal communication skills | **** |  |
| Ability to work independently and as part of a team | **** |  |
| Hard working and loyal | **** |  |
| Punctual and reliable | **** |  |
| High level of honesty and integrity  | **** |  |
| Strong commitment to children, education, and the school | **** |  |
| **Further requirements** |
| Willingness to work flexible hours on occasion  | **** |  |
| Willingness to undertake training courses that are relevant to the duties of the post | **** |  |
| Supportive of the ethos of the trust and school | **** |  |