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| **Job Description – Administrator** |
| **Job title:** | Administrator |
| **Responsible to:** |  Operation's Manager |
| **Liaising with:** | Teachers, other admin |
| **Pay range:** | SCP 3-7 |
| **Contract terms:** | 37hrs per week term time only  |



**Main Duties and Responsibilities**

1. To undertake reception duties and deal with general enquires from visitors, parents and stakeholders, making arrangements for hospitality as required.
2. To act as first point of contact with parents on a range of matters as required.
3. To assist in dealing with complex enquiries or difficult visitors/calls referred from reception and clerical staff as required.
4. Assisting with ensuring there is adequate administration cover during staff absence in relation to covering lunchtimes and peak times.
5. The production of correspondence, letters, reports and newsletters.
6. Overseeing the reception areas, including receiving and distributing post and deliveries, escorting visitors and booking meeting rooms.
7. To photocopy and scan as requested. Assisting with reprographics and supporting teaching staff with supplies of resources.
8. To provide clerical support to the Office Manager.
9. To liaise with external agencies and stakeholders as required.
10. To administer free school meal and pupil premium applications and recording.
11. Produce attendance reports are required.
12. To prepare documentation for Parents’ Evenings and other activities within the academy.
13. To maintain Arbor data.
14. To compile basic letters and documents for the Office Manager.
15. The administration and recording of medicines to pupils in accordance with the EMAT policy, administration support of trips and visits, management of lost property and supporting pupils with pastoral needs.
16. To attend meetings and take notes as required.
17. To maintain confidentiality at all times in respect of school related matters.
18. To undertake such other duties appropriate to the grade of the post as the Headteacher may from time to time reasonably determine.

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**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: v1  |
| Approved by Headteacher: | 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** |
| 5+ GCSE at grade C or above (or equivalent) |  | **** |
| **Experience**  |
| Working in a similar environment  | **** |  |
| Working in an administration position |  | **** |
| **Knowledge and understanding** |
| Demonstrate successful behaviour management | **** |  |
| Safeguarding policies and procedures | **** |  |
| Knowledge of child development and social interaction |  | **** |
| **Skills and Attributes** |
| Strong organizational skills  | **** |  |
| Being Responsible  | **** |  |
| Standard IT skills | **** |  |
| Ability to lone work or as part of a team | **** |  |
| **Personal Qualities**  |
| Well organised |  | **** |
| Reliability and punctuality | **** |  |
| Tolerant |  | **** |
| Tactful and understands confidentiality | **** |  |
| **Further requirements** |
| Willingness to work flexible hours on occasion  | **** |  |
| Willingness to maintain confidentiality on school matters | **** |  |
| Willingness to be involved in internal and external meetings | **** |  |
| Supportive of the ethos of the trust and school | **** |  |