****

|  |
| --- |
| **Role Profile: Administrator Grade C** |
| **Job Purpose** | Under the direction/instruction of senior staff provide routine clerical/administrative/financial support to the school. |
| **Decision Making** | The job involves working from instructions, but making minor decisions involving the use of initiative. Problems are referred to a supervisor / manager. Little close supervision is necessary beyond that provided by working arrangements and methods. |
| **Accountabilities** | * Reception duties, answering routine telephone and face to face enquiries and signing in visitors.
* Maintenance of manual and computerised records/management systems.
* Routine financial administration under the direction of the Senior Administrator
* Sorts and distribute mail
* Assists with arrangements for visits by the school nurse, photographer etc.
* Undertake duties associated with income which include administering parent pay & chasing up parents who forget to pay in a timely fashion.
* Arranging multi-agency meetings for the school
* Offer support to the SEN team
* Complete attendance records daily and produce reports for the leadership team
* Complete purchasing, including raising purchase orders and processing invoices and ensuring the goods order reached their destination
* Undertake other duties as directed and commensurate with the grading of the role
 |
| **Demands** | The post is predominately office based with limited requirements for lifting and carrying files, boxes and other general office items as well as standing and walking within the school environment.Concentration required for periods of up to two hours at a time with some work related pressure due to conflicting demands from telephone calls and personal callers.  |
| **Working Conditions** | The role is mainly office based with occasional exposure to the general background noise of the school environment. |
| **Experience, Knowledge and Qualifications** | EssentialNVQ Level 2 in administration or equivalent qualification or experience.Knowledge of computer packages and office equipment e.g. Microsoft Office, Sage, SIMS photocopier, shredder, telephones etc.Basic numeracy and literacy skills are required. |
| **Skills and Technical Competencies** | Using judgement when interpreting and resolving straightforward problems.Interpersonal skills for communicating tactfully information with school colleagues and callers and visitors to the school.Keyboarding skills for the production of routine correspondence and emails with occasional typing. Word processing and other IT based tasks.The ability to multi task and cope with conflicting demands and work well under time pressures. |
| **Corporate Standards** | Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of Horizon Multi Academy Trust’s constitution and its policies and procedures.Work within the requirements of the Trust’s Health and Safety policy, performance standards, safe systems of work and procedures.Undertake all duties with due regard to the corporate equalities policy and relevant legislation.  |