



Role title Administrator  
Reporting to Head of Commissioned Services

### **Role outline and accountabilities**

Responsible for the administrative activities to facilitate the smooth and effective running of the Commissioned Services, supporting the Head of Commissioned Services and staff with administration, procedures and systems.

### **Responsibilities**

- To maintain all the day-to-day administrative and reporting tasks as required
- To act as the point of contact for parents/carers, schools and other agencies
- To ensure that education and statutory learner records are maintained and up to date
- To produce standard letters for parents/carers, learners and other agencies as required
- To ensure that Arbor is updated and maintained
- To order school stationery and review suppliers and costs
- To undertake administrative duties in respect of learner attendance and registers
- To deal with arrangements for learners on lunches, taxis and with parents/carers
- To provide general administrative support, including telephone calls
- To arrange meetings for staff as required which may include arranging catering for internal and external visitors
- To attend all safeguarding and child protection training and adhere to Inclusion policies and procedures
- To assist with the planning and organising of training sessions
- To produce reports and other data as required and input data to school systems
- To assist with exams and exam results day
- To dispose of confidential documents/data securely and efficiently
- To support the POP team with a variety of administrative tasks, including facilitating check in processes
- To assist the Facilities and Health & Safety Manager on any health & safety and site matters
- To promote and actively support Pivot's responsibilities towards mental health and wellbeing of our pupils, your colleagues and your own mental health.
- To treat all students with dignity, observe proper boundaries and understand that every adult in the academy has a responsibility to safeguard children and young people.
- To carry out any other duties as requested by the Head of Commissioned Services



## Person specification

The person specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>
Qualifications and experience	<ul style="list-style-type: none"><li>• English and Maths GCSEs at grade 5 / C or above</li><li>• Experience working with all Microsoft packages</li></ul>	<ul style="list-style-type: none"><li>• Experience working in an administrative role within education</li><li>• Experience of working with school MIS systems</li></ul>
Knowledge and understanding	<ul style="list-style-type: none"><li>• Understanding of Safeguarding and Child Protection issues</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of Arbor and other education databases</li></ul>
Skills and abilities	<ul style="list-style-type: none"><li>• Excellent administration skills</li><li>• Superb organisation skills with the ability to work under pressure and prioritise effectively</li><li>• Able to meet tight deadlines</li><li>• Good communicator both verbally and in writing to a variety of audiences</li><li>• Able to handle confidential and highly sensitive information</li></ul>	
Personal qualities	<ul style="list-style-type: none"><li>• Reliability and integrity</li><li>• Adaptability to changing circumstances / new ideas</li><li>• A commitment to inclusive education</li><li>• Resilience and perspective</li><li>• Empathy and respect towards others</li></ul>	<ul style="list-style-type: none"><li>• Determination to succeed and the highest possible expectations of self and others</li></ul>