

Role title: Administrator

Reporting to: Business Manager

### **Role outline and accountabilities**

To act as first point of contact for the provision, with responsibility for all site administration to facilitate the smooth and effective running of the office. This includes reviewing current practices on administration tasks, systems update, attendance, transport and site school management, including supporting Health and Safety processes and procedures across the provision.

### **Responsibilities**

- To oversee and manage all office procedures and tasks assigned by the Business Manager
- To support the Headteacher in day to day operational practices and diary management
- To attend meetings and take minutes and prepare action plans for circulation
- To build relationships with Local Authorities, schools and other business partners
- To prepare reports as requested
- To assist with new areas of business and compliance requirements, including ISI visits
- To provide cover for administration processes if necessary across other Pivot sites
- To ensure all safeguarding policies and procedures are available and are followed as directed by the Business Manager and Headteacher
- To support the team with Education, Health and Care Plan (EHCP) placements and documentation
- To work alongside the Admissions Manager to ensure admissions procedures are followed
- To ensure all information with regard to learners is handled sensitively and confidentially
- To assist with the learners transfer to schools to ensure a smooth transition
- To prepare information for the teams on special requirements for each learner
- To assist staff to arrange meetings with LA's/Parents and other agencies
- To take calls from parents and respond on direction
- To develop systems and communication links
- To set up bi-weekly meetings with the Senior Leadership Team (SLT)
- To support the SLT in their day to day role covering tasks when requested
- To assist the HR team with HR activities onsite, e.g. recording staff attendance, training, PDRs, inductions etc
- To assist the Business Manager to promote Health & Safety on site
- 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 learners with dignity, observe proper boundaries and understand that every adult in the academy has a responsibility to safeguard children and young people
- Any other duties requested by your manager

## 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.

Attributes	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> <li>• Experience working in an administrative role within education</li> <li>• English and Maths GCSEs at grade 5 / C or above</li> <li>• IT experience and experience working with all Microsoft packages</li> <li>• Experience of working with school MIS systems</li> <li>• Experience of dealing with issues of a confidential nature</li> </ul>	<ul style="list-style-type: none"> <li>•</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>
Leadership and management	<ul style="list-style-type: none"> <li>• Experience of working effectively as a member of a team</li> <li>• Experience of liaising effectively with other organisations / agencies</li> <li>• Ability to inspire confidence in staff, students, parents, and others</li> <li>• Capability to deal sensitively with people and resolve conflicts</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of supervising colleagues</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> <li>• Be confident in the ability to make decisions and use initiative</li> <li>• Be able to produce accurate work with high attention to detail</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> <li>• Willing to work flexibly to meet the demands of the school</li> </ul>	<ul style="list-style-type: none"> <li>• Determination to succeed and the highest possible expectations of self and others</li> </ul>