



Support Service Team

ADMIN

Job Title:

Administrator

Grade:

Grade 4

Post Objective:

As a member of the central administration team, you will be responsible for providing excellent administrative support to all departments within the School. You will manage, plan and deliver the administration of key projects to meet agreed deadlines and support within the Reprographics department, in line with School processes and procedures.

Accountable to:

Office Manager

Duties, Responsibilities and Key Tasks:

- To ensure all administrative tasks are received, actioned, and completed within agreed timescales and to School standards.
- Communicate with parents and external agencies, by telephone, email, and in formal letters, in accordance with School standards.
- Provide reception cover and carry out associated reception duties when required.
- Assist with events such as Parents’ Evenings, Open Evenings and Awards Evenings if required.
- Produce reports for senior members of staff, by extracting and manipulating relevant data from Arbor and Excel.
- Act as a point of contact within Student Services for students requiring support and guidance and support with the administration of the detention process as and when required.
- Dealing with staff/pupil queries face to face or via email/telephone with the aim of achieving a satisfactory resolution
- Provide support to Trip Leaders and the PE Team for trips, events and fixtures.

General Tasks

- Undertaking such other responsibilities and ad hoc administrative duties that are reasonably requested by the Office Manager.
- To undertake further training and increase awareness and knowledge for the requirements of the role and wider Trust.
- To be aware of the Trust’s duty of care in relation to staff, students and visitors and to always comply with the health and safety policy.
- Some working flexibility will be required to meet the demands of this post.
- To establish and maintain positive, constructive, and professional working relationships with staff, visitors, students, parents, and other professionals of the Trust.
- To be aware of and comply with the codes of conduct, regulations and policies of the Trust and its commitment to Equality, Diversity and Inclusion. Act in a courteous way at all times in communications with both colleagues and all stakeholders.
- To contribute to whole School and Trust events as and when required.
- To develop self within the post, undertaking training/appraisal as appropriate to ensure that relevant knowledge and skills are updated to support the development of the school.
- To carry out any other reasonable duties or requests of your Line Manager and/or Head of School, that are in keeping with this post or as may be determined from time to time by the Operations Manager, Head of School or CEO.



his job description reflects the principal accountabilities of the post holder and identifies the level of responsibility as which he/she will be required to work. In the interests of effective working, the major tasks may be reviewed on an annual basis to reflect changing business needs and circumstances. Such reviews, and any consequential changes, will be carried out in conjunction with the post holder. It does not form part of your contract of employment.

The 5 Dimensions Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.



PERSON SPECIFICATION

ATTRIBUTE	Essential (E) or Desirable (D)	Assessment
Qualifications		
GCSE Maths & English A*-C (or equivalent)	E	A
Knowledge and experience		
Experience of working in an administrative function	E	A/I
Previous experience of working within a school environment	E	A/I
Skills		
Ability to work at pace with attention to detail	E	A/I
Excellent IT skills, including Microsoft Office, Teams, etc		
Ability to build good, effective working relationships with key stakeholders	E	A/I
Ability to communicate with a variety of staff at different levels	E	A/I
Ability to be flexible to support the needs of the trust	D	I
Ability to work independently and to use initiative	E	A/I
Highly organised with good organisational skills.	E	I
Personal attributes		
Demonstrate and adhere to 5 Dimensions core values	E	J
Adhere to GDPR guidelines and the Trust's internal procedures	E	I
Adhere to the Trust's Safeguarding and Prevent policy	E	I
Adhere to Health and Safety Policy	E	I
Commitment to own professional development	E	I/A
Commitment to equality and diversity in the workplace	E	I

A = Application
 I = Interview
 T = Task/Activity
 R = References

I confirm that I have received a copy of the above job description for this role.

..... Date

Signature