



### Job Description

<b>Faculty/Department</b>	<b>Administration Support</b>
<b>Job Title:</b>	Administrator
<b>Grade:</b>	4
<b>Post Purpose:</b>	To deliver comprehensive business support services to the school under the direction of the Executive Assistant and Administrative Manager.
<b>Accountable to:</b>	PA to the Principal
<b>Duties, Responsibilities and Key Tasks:</b>	<ul style="list-style-type: none"> <li>• To manage the daily administrative needs of the school and the front office.</li> <li>• Provide administrative support to include photocopying, filing, emailing, reprographics work and word processing.</li> <li>• Completion of standard forms and respond to routine correspondence.</li> <li>• Undertake typing and word-processing and other IT based tasks using relevant equipment/ICT packages eg Word, Excel, databases, spreadsheets etc.</li> <li>• Maintain manual and computerised records/management information systems.</li> <li>• Provide administrative support for meetings and take notes at meetings.</li> <li>• Complete the planning and administrative work for school events and where required attend events in an administrative capacity.</li> <li>• Produce information/data as required by senior staff or external agencies eg standard/statutory returns.</li> <li>• Open sort and distribute incoming mail and post outgoing mail.</li> <li>• Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors.</li> <li>• Complete all administrative, reporting and monitoring tasks relating to school admissions.</li> <li>• Undertake basic first aid.</li> <li>• Any other reasonable duties requested by the Principal or Executive Assistant and Administrative Manager</li> </ul>
<b>Routine Tasks</b>	<ul style="list-style-type: none"> <li>• To promote actively the school's policies.</li> <li>• To continue personal development as agreed.</li> <li>• To comply with the school's Health and safety policy and undertake risk assessments as appropriate.</li> <li>• To have professional regard for the ethos, policies and practices of the school and Trust, and maintain high standards in your own attendance and punctuality</li> </ul>



**General**

- 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 Principal, that are in keeping with this post or as may be determined from time to time.

*This job description reflects the principle accountabilities of the post holder and identifies the level of responsibility as which they 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 Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All posts are defined as Regulated Activity and therefore this post is subject to an Enhanced DBS.**



## PERSON SPECIFICATION

ATTRIBUTE	Essential (E) or Desirable (D)	Assessment
<b>Qualifications</b>		
GCSE Maths & English A*-C (or equivalent)	E	A
Administrative qualifications or the equivalent experience	E	A
Post 16 qualifications	D	A
<b>Knowledge and experience</b>		
Office administration	E	A/I
Proficiency in standard IT packages, particularly in word processing and spreadsheets	E	A
Experience of working under pressure and within tight deadlines	E	A/I
Working in a school environment	D	A/I
<b>Skills</b>		
Education orientated	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	E	I
Ability to work independently and to use initiative	E	A/I
Maintaining a high level of confidentiality	E	A/I
Highly organised, able to prioritise the work of the team	E	A/I
Good Interpersonal skills	E	A/I
Highly organised with good organisational skills.	E	I
Committed to professional standards	E	I
Ability to ask for advice and support where necessary.	E	I
Self-motivating with a positive outlook.	E	I
Ability to work to deadlines and under pressure.	E	I
Good telephone manner		
Outstanding verbal and written communication skills		
Excellent attendance and punctuality record.	E	I
<b>Personal attributes</b>		
Demonstrate and adhere to MKET core values	E	J
Willingness to undertake further work related training	E	I
Qualified First Aider and Fire Warden	D	A/I
Commitment to quality and continuous improvement		



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 keeping abreast of COSHH/health and safety legislation	E	I
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.

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Date .....

Signature