



## **JOB DESCRIPTION**

<b>Job Title:</b>	Senior Administrator
<b>Grade:</b>	Grade 7
<b>Responsible To:</b>	PA to the Principal
<b>Hours:</b>	37 hours per week x 39 weeks pa
<b>Job Purpose:</b>	To provide comprehensive, efficient and effective administrative support to senior members of staff, with minimal supervision.

### **MAIN DUTIES AND RESPONSIBILITIES:**

1. To provide confidential, effective, efficient and comprehensive administrative support to senior members of staff, planning and managing own work in order to meet deadlines.
2. To handle all confidential correspondence with discretion. Respond positively with tact, sensitivity and awareness to students, parents, staff, governors, the trust and members of the public, in relation to duties undertaken.
3. To process and produce letters, texts and emails, including using the management information system (MIS) as appropriate, ensuring accuracy and attention to detail and in accordance with school / LA / trust policies.
4. To undertake more complex IT based tasks, producing correspondence, documents and reports, from notes and drafts, using relevant software packages, where there may be a requirement for manipulation or interpretation of more complex information or liaison with others, often working to short deadlines.
5. To process and verify documentation and obtain incorrect or missing information, before passing on for certifying.
6. To arrange meetings at the request of senior members of staff and take minutes at meetings, where the need for accuracy particularly the recording of decisions, is important.
7. To answer enquires by telephone or in person from the public/other employees, giving guidance and advice within laid down procedures. To liaise and work with senior staff and outside bodies, and members of the public, with the ability to deal with situations requiring higher interpersonal/communication skills.
8. As part of the wider administrative team, support colleagues within the office and undertake reception duties as required. In the absence of the Operations Manager, provide staff management ensuring consistency in the delivery of operations.
9. To provide assistance and coordination, as required, in the planning and organisation of school events.
10. To undertake first aid training and provide cover for general first aid across the college if and when required.
11. To undertake the processing of orders onto the academy's financial system (HCSS) ensuring accuracy and attention to detail.
12. To perform any task or duty under the reasonable direction of the Principal and members of the Senior Leadership Team.

## **SPECIAL FACTORS:**

**Subject to the duration of the need, the special conditions given below apply:**

- (a) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
- (b) The postholder may be required, at times, to work across other schools / establishments / relevant agencies in the locality.
- (c) Expenses will be paid in accordance with the Local Conditions of Service.
- (d) This post is subject to a check being carried out at an Enhanced level by the Disclosure and Barring Service (DBS) regarding any previous criminal record.

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

**All new appointees are employees of Embrace Multi Academy Trust. Our contract of employment contains a mobility clause stating that your normal place of work is at Brockington College, but that the trust may reasonably require you to be based at other academies within the trust.**

**Brockington College will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable candidate with a disability.**