

# **Admin Officer**

## **Job Description**



**The Stour Academy Trust**

# Introduction

***“The future should not just happen to us,  
we should create it”***

Established in 2012, The Stour Academy Trust is a primary school only Trust, for children aged 4-11 years. The well-being of our pupils is our number one priority. Our foundations have been grown first before expansion. We will only expand when we have the capacity to do so.

## **Our Vision**

The Stour Academy Trust recognises that our education system needs to quickly and more radically shift to close equity gaps and to better prepare our young people for the 21<sup>st</sup> century. We are transforming our schools from passive forms of learning focused on direct instruction and memorisation, by moving towards interactive methods that promote the critical and individual thinking needed in today’s innovation-driven economy.

Our pedagogical model combined with the intentional deployment of technology will help us deliver personalised learning in an enabling environment. Technology will accelerate our progress but will not be the driver of our vision.

We aim to nurture a community of learners that challenge thinking, where our staff are empowered to take risks and develop their practice to meet the needs of an evolving school system, which is not held back by traditional restrictions and ideologies.

By limiting routine or unnecessary tasks we allow professionals to focus on learning behaviours and interactions which will promote emotional intelligence and the development of children as life-long, curious learners.

There will be no barriers to achievement within our learning community and our teachers will build strong relationships that facilitate the learning of others. Collaboration will open doors, minds and possibilities and enable individuals to meet their personal goals.



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**Post:** Admin Officer

**Reports to:** Central Admin Manager Lead / HR Director

**Liaising with:** Headteacher, Senior Leadership Team, Office Managers, Trust Central Office Manager Team, Staff, and external agencies.

**Purpose:**

Support direction of the Headteacher and SLT, to undertake the day to day running of administrative processes and systems to support the effective running of the school. Additionally, to provide support to the Central Office Admin Team, HR Director and/or COO, in collating all financial and administrative functions.

**Specific Responsibilities:**

- Ensure a welcoming, a positive and professional reception to all children, parents, carers, staff and visitors.
- Establish constructive relationships and communicate with other stakeholders, agencies/professionals effectively on various platforms (newsletters, weduc, e-mail, Teams)
- Support SLT of the school with parents/carers as required, confidently problem solving issues, as necessary
- Ensure safeguarding responsibilities are adhered to in full (signing visitors in and out, checking credentials/ID, updating Single Central Record - SCR)
- Pupil data collection, updating relevant data bases (Arbor, CURA)
- Ensure maximum use of pupil databases (Arbor/Target tracker) to support the effective and efficient running of school
- Liaise with the PSA and/or Head Teacher/SLT to monitor pupil attendance
- Support with First Aid where necessary and liaise with parents/carers/staff
- Advise and support school SLT and Central Office Manager to monitor staff absenteeism
- Update and maintain Free School Meals information
- In liaison with teachers co-ordinate school trips/events and school clubs and support with admin as required
- Manage manual and computerised record/information systems (including in-year school admissions– in collaboration with SLT and Central Admin)
- Transfer pupil records (CTF) within a short timescale and records passed on to the appropriate personnel/education establishment
- Support Office Manager/Central Office Manager with September admissions and end of year procedures
- Ensure premises and IT issues are logged appropriately
- Produce reports/information/data as required
- Provide administrative support to ensure that all financial and HR documents are emailed/scanned to the designated Finance or Central Office Manager on a daily/weekly basis.

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### **Specific Responsibilities:**

- Take card payments, produce income lists and send to Central Office Manager
- Support HR and Headteacher with co-ordinating interview schedules
- Support Central Office Manager (gaining staff signatures, scanning and filing) to ensure accurate up to date information is available, whilst maintaining confidentiality
- Participate in training and other learning activities as required
- Promote the agreed Trust ethos, attitudes and values in all aspects of work with pupils, colleagues, support staff, parents/carers and visitors.
- Promote the Trust and celebrate its success at every opportunity
- Have due regard for safeguarding and promoting the welfare of children and young people and follow the child protection procedures and the Trust's safeguarding policy.
- Undertake other tasks commensurate with the post as directed by the Central Office manager Lead, HR Director and/or COO or Finance Office Manager
- Check monthly claims for manager/Headteacher authorisation and scan to Central Office Manager to process for payroll
- Participate in the appraisal, performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- Carry out all activities in accordance with The Stour Academy Trust's Policies

**The duties above are neither exclusive nor exhaustive and the post holder may be required by the Central Officer Manager Lead, HR Director and/or COO to carry out appropriate duties within the context of the job, skills and grade.**



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