

Job Description

Job Title:	Administrator (floating)	Reporting to	Operations Manager
		Grade and Range:	WAT Grade D, pt 6 -9

Purpose and context:	To provide assistance and cover to the various departments that form the non-teaching side of the school
	<p>Provide support and cover for absence in the following departments – reception, reprographics, data, exams, attendance, health and safety</p> <p>Some examples of possible job responsibilities: All roles will be accompanied with a full training plan.</p> <ul style="list-style-type: none"> • Assist reception and reprographics teams • Support the administration of wise pay, uniform inventory and school photos • Support the exams and data team, e.g. invigilate exams if required, file student reports • First Aider, including managing the recording of incidents through “Evolve” and a fire marshal • Carry out break and lunchtime supervision duties • Support the attendance team including the use of the SIMs database system

Person Specification

Administrator (Floating)

Qualifications

Essential

GCSEs including Maths and English grade 4+/C+

Desirable

Good general education to at least level 3 (A Levels, College level qualifications)

Experience and Knowledge

Desirable

Experience of working in an educational setting

Good knowledge and understanding of organisational administrative procedures

Knowledge of SIMS

Knowledge of InVentry

Invigilator trained

Fire Warden

Skills and Abilities

Essential

Excellent communication skills, including impeccable command of spoken and written English across a diverse range of stakeholders

Excellent administrative and organisational skills, including the ability to multi-task, perform under pressure and deal with competing priorities

First Aid (training will be provided if necessary)

Ability to work on own initiative

Able to work with students supporting learning and special needs requirements

Able to use computers, printers etc

Able to problem solve

Good telephone communication

Desirable

Good numeracy skills

Ability to input data and an understanding of software

Motivation

Essential

Commitment to the Academy and Trust's vision and values

Focused on impact and outcomes of work activities

Willing to expand on current experiences

Personal Qualities

Essential

Reliability

Emotional resilience in working in a challenging environment

Methodical approach to tasks

Ability to establish good working relationships with students and staff

Flexibility to lead and work as part of a team, covering for other staff if needed

An understanding of child protection and safeguarding in relation to children and adults in educational establishments

Able to work independently

Flexible & able to take on different roles on a daily basis

Adaptable to changing requests

Special Conditions

Essential

All postholders will be required to undertake an enhanced DBS check