

Job Description

**Admin Officer**

***The Stour Academy Trust puts the needs of children at the heart of our decision making – children come first****.*

Established in 2012, The Stour Academy Trust are a primary school sector 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.

**Core Purpose:**

The Trust’s ultimate goal is to improve outcomes for children.Therefore, we develop highly skilled back-office teams, using the latest technology, to support the teaching and learning team so they are free to focus on the core task of teaching, to ensure the best outcomes for all children

**Values:**

We value children’s well-being and their education above all else. We put the needs of children at the heart of our decision making – children come first.

**What drives us?**

We have a moral obligation to provide children with the highest standard of teaching and learning.

Leading with a strong vision and clear direction gives our Trust a tremendous opportunity to build on our strengths, become more distinctive and in an ever-changing environment, remain relevant and strong.

The Trust prides itself on the ability to build effective teams which go on to support collaborative approaches to working at all levels, encouraging openness and sharing of ideas. As a Trust we have established a supportive ethos across the MAT promoting a culture of common accountability among all employees. We are not afraid to move out of our comfort zone and our pro-active ‘can-do’ philosophy seeks out solutions to overcome barriers with a sense of urgency. The Trust staffing structure focuses on high standards throughout the establishment, ensuring succession planning at all levels of leadership and within our outstanding teams.

Introduction



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**Post:** Admin Officer

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

**Liaising with**: Headteacher, Senior Leadership Team, 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.



**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 maanager 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.**