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**JOB DESCRIPTION**

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| **School/College:** | **West Norfolk Academies Trust based at Marshland High School** |
| **Job Title:** | **Administrator** |
| **Grade:** | **Scale D, Point 5 – 6, £ 10.19-£ 10.69 /hour** **Approx £ 16,754 - £ 17,089 (£19,650 - £20,043 FTE)** |
| **Hours/weeks:** | **37 hours per week, 39 weeks (Term time plus INSET Training Days)** |
| **Responsible to:** | **Head’s PA / Admin Manager (specialist area direction via Senior Assistant Trust SENCo and Assistant Head Teacher)** |
| **Working With:** | **Headteacher****Support and Teaching staff****Administration Team & Finance Officer** |

**Purpose of the Job**

To provide high quality, proactive and accurate administration support to specialist areas within Marshland High School including Special Education Needs (SEN) Team and Careers support under the direction of the Senior Assistant Trust SENCo and Assistant Head Teacher with careers responsibility.

In addition, you will supply administrative support across the school as/when required to support events and activities.

The post holder will need to possess a great deal of professionalism alongside excellent communication and administrative skills. This role will include handling material of a sensitive nature and the post holder will be required to maintain complete confidentiality and integrity at all times.

**Key Responsibility Areas**

* To manage the process for student careers support and work experience, as led by Assistant Head Teacher, in relation to communication to families, organising events, liaising with employers and supplying data and reports.
* To co-ordinate administration requirements to support SEN students within school in liaison with Senior Assistant Trust SENDCo.
* To support the EHCP review process for SEND students liaising with colleagues, parents and professionals to ensure paperwork and meetings are planned effectively.
* As part of the wider team, assist with general administrative duties, cover for reception, planning and delivering key events/programmes including vaccinations, interviews, photography, open days, student transition events.
* Attend meetings and to take minutes when required.
* Ensure all actions arising from any meetings are followed up and actioned accordingly.
* Carry out duties in line with the School’s policy on Equality and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
* Ensure that all work is undertaken in accordance with agreed policies, procedures and appropriate legislation, and that this is adhered to across the team.
* At all times, promote and safeguard the welfare of children, young and vulnerable people.

**Promotion of Trust Values**

There is a requirement for this post holder to:

* Positively support the work of West Norfolk Academies Trust and our individual Academies, developing strong working relationships with all Trust and Academy based staff.
* Support and contribute to the Trust’s commitment to safeguarding all students.
* Maintain awareness of the School’s duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
* Comply with the codes of conduct, regulations and policies of the School and Trust and its commitment to equal opportunities.

**Job context and flexibility**

* The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.
* This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.
* Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary.
* Where the post holder has a budgetary responsibility, it is a requirement of the role to work within the Academy’s financial regulations.
* The Trust is committed to safeguarding and promoting the welfare of children and young people including positive mental health and expects all staff and volunteers to share in this commitment. All staff appointments are subject to satisfactory references and an enhanced DBS check with barred list.
* The post is exempt from the Rehabilitation of Offenders Act 1974 but Exceptions Order may apply.

**PERSON SPECIFICATION**

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| **Qualifications** | **Essential** | **Desirable** | **How assessed** |
| Level 2 English qualification or equivalent experience | **✓** |  | Appl |
| Level 2 Maths qualification or equivalent experience |  | **✓** |
| ICT qualification |  | **✓** |

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| **Experience** | **Essential** | **Desirable** | **How assessed** |
| Experience of working in a busy office role | **✓** |  | Appl/Int |
| Experience of a range of administration tasks | **✓** |  |
| Experience of using MS Office | **✓** |  |
| Experience of producing professional documents | **✓** |  |
| Experience of working in an Administrative support role.  |  | **✓** |
| Experience of working within an Education environment |  | **✓** |
| Experience of using a Management Information system |  | **✓** |

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| **Skills, Attributes and Knowledge** | **Essential** | **Desirable** | **How assessed** |
| Excellent verbal and written communication skills | **✓** |  | Appl/Int |
| A professional approach to work, with clear understanding of confidentiality | **✓** |  |
| Work under pressure to meet deadlines. | **✓** |  |
| Use a solution focused approach | **✓** |  |
| Excellent ICT skills | **✓** |  |
| Excellent organisational skills | **✓** |  |
| Excellent interpersonal skills | **✓** |  |
| Willingness to learn and develop new skills | **✓** |  |
| Knowledge of Equality and Diversity and an understanding of issues faced by vulnerable children and young people. |  | **✓** |

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| **Personal qualities** | **Essential** | **Desirable** | **How assessed** |
| Self-motivated and ability to use own initiative | **✓** |  | Int |
| High expectations of self and others | **✓** |  |
| Face all challenges with a positive attitude to achieve the desired outcome. | **✓** |  |
| Positive Attitude to Work | **✓** |  |
| Supporting positive mental health within the school | **✓** |  |
| Flexible and adaptable to meet changing deadlines and peaks and troughs in workload | **✓** |  |
| Integrity, trustworthy, honest and open | **✓** |  |
| Able to prioritise and multi-task effectively | **✓** |  |
| Ability to be flexible | **✓** |  |

Appl = Application form Int = Interview Ref = Reference