**[http://www.westnorfolkacademiestrust.co.uk/images/WNAT%20logo2.jpg](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0CAcQjRxqFQoTCIvzgNHJ-8gCFQFTGgod_fMEPg&url=http://www.westnorfolkacademiestrust.co.uk/schoolpolicies.html&psig=AFQjCNGv0XeLZlIaf3ZMRvHfV5vI2kZasQ&ust=1446891639482155)JOB DESCRIPTION**

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| --- | --- | --- |
| **School** | **Springwood High School, part of West Norfolk Academies Trust** | |
| **Job Title** | **Administrator** | |
| **Grade** | **Scale C, Pt, 3-4, £9.62-£9.81/hour (£18,562-£18,933/year FTE based on a 37 hour week – please note that the salary will be pro rata)** | |
| **Hours/weeks** | **37 hours/week, 40 weeks/year (term Time +2) 8.30am – 4.30pm, Monday to Thursday, 8.30am – 4pm Friday.** | |
| **Responsible to** | **Attendance officer**  **SLT** | |
| **Working With** | **Finance staff**  **Attendance officer**  **Website manager**  **Teaching Staff** | **Support Staff**  **Parents**  **Students** |

**Purpose of the Job**

This is an Administrative role primarily providing support to the Attendance Officer and running the online school shop. Additional general administration tasks may be required.

**Responsibilities**

* Provide an administrative role with professionalism and accuracy.
* Demonstrate excellent organisational skills and proficiency in the use of Microsoft Word and Excel as required.
* Input, retrieve and analyse information using the SIMS system.
* Organising and maintaining an orderly filing system.
* Make and receive telephone calls to/from parents and professional agencies as required.
* Liaise professionally and effectively with parents/ staff/ external agencies for a variety of reasons and via a variety of media e.g. telephone, email, letter.
* Provide administrative support for the Attendance officer
* Deputise for attendance officer, managing attendance line telephone calls and messages
* Complete stocktakes for shop items and monitor stock accordingly.
* Liaise with finance team and website manager regarding pricing, stock and orders items in school shop
* Prepare sales for students and parents from the online shop
* Organise and run uniform fitting days, and returns days, for new year 7 intake.
* Accurately record Student music lesson attendance and report any issues to the relevant members of staff.
* Organise Peripatetic administration and notify relevant student/staff Members.
* Ensure that confidentiality is observed at all times and abide by the data protection act.
* Ensure the safe disposal of confidential waste.
* Prioritise workload to ensure the completion of work to specific deadlines.
* 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.
* Promote and safeguard the welfare of children, young and vulnerable people.
* Accurately record information.
* Carry out all ad-hoc duties as reasonably requested by the Head Teacher, from time-to-time.

**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.

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.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check.

Where the post holder has a budgetary responsibility, it is a requirement of the role to work within the Academy’s financial regulations.

**PERSON SPECIFICATION**

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| **Qualifications** | **Essential** | **Desirable** | **How assessed** |
| Level 2 English qualification | **🗸** |  | Appl/Int |
| Level 2 Maths qualification | **🗸** |  |
| Level 2 IT qualification |  | **🗸** |

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| **Experience** | **Essential** | **Desirable** | **How assessed** |
| Significant experience working with young people |  | **🗸** | Appl/Int/Ref |
| Experience of working in a team |  | **🗸** |
| Experience of communicating with customers/clients |  | **🗸** |

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| **Skills, Attributes and Knowledge** | **Essential** | **Desirable** | **How assessed** |
| Skills and knowledge to deal with student safety and behaviour | **🗸** |  | Appl/Int/Ref |
| Setting high standards to staff and students by personal example | **🗸** |  |
| Ability to work effectively under pressure | **🗸** |  |
| Ability to prioritise and meet deadlines | **🗸** |  |
| Commitment to continued personal development | **🗸** |  |
| Assimilate information quickly and prepare succinct summaries | **🗸** |  |
| Ability to focus on standards and the belief that all students can succeed given the right opportunity and support | **🗸** |  |
| Demonstrate a commitment to equal opportunities | **🗸** |  |
| A willingness to relate to the local community | **🗸** |  |
| Good presentational skills and the ability to communicate effectively to a range of audiences both verbally and in writing | **🗸** |  |
| Good ICT skills | **🗸** |  |

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| --- | --- | --- | --- |
| **Personal qualities** | **Essential** | **Desirable** | **How assessed** |
| Positive attitude to work | **🗸** |  | Appl/Int/Ref |
| Ambition for self and others | **🗸** |  |
| Genuine concern for others | **🗸** |  |
| Decisive, determined and self-confident | **🗸** |  |
| Integrity, trustworthy, honest and open | **🗸** |  |
| Accessible and approachable | **🗸** |  |
| Excellent attendance and punctuality | **🗸** |  |
| Excellent interpersonal skills | **🗸** |  |

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| Appl = Application form | Int = Interview | Ref = Reference |