****Administrator

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| Salary/grade range | NJC APT&C Grade 4, Points 4-6 (£19,264 to £20,043 FTE)  37 hours per week  Term Time Only, plus two weeks |
| Location | Morecambe Bay Academy |
| Closing date | Noon Wednesday 12th October 2022 |
| Reports To | PA to the Principal |

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| **Purpose of role:**   * To provide full administrative support to the administration team and teaching staff as required |
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| **Key accountabilities (and specific duties / responsibilities):**   * To assist with the smooth-running of the office * Answer and direct all incoming phone calls * Maintain the general email accounts, responding to queries / directing enquiries as required * To update and manage the SIMS administration network * To manage “front of house” area – greet all visitors and make them feel welcome * To ensure school security arrangements are always complied with, including the issue of visitor’s badges * To project a professional image of the school at all times * Process and distribute incoming post and frank outgoing post * Carry out general admin duties e.g. typing letters, filing and photocopying as required * Assist in the upkeep of contact records, including student, staff * Create mailing labels as required * Maintaining a clean, tidy and orderly admin office * To administer first aid and medicine to pupils as required, in keeping with the school’s policy   The post holder may be required to carry out a variety of tasks in addition to the responsibilities listed above.  The successful applicant will be expected to demonstrate a high level of professionalism and confidentiality at all times, be able to work under pressure and meet tight deadlines. They will be proficient at problem-solving and ideally have experience of developing their skills in a working environment.  **General:**   * Be aware of and support difference and ensure equal opportunities for all. * Contribute to the overall ethos/work/aims of the school. * Participate in training and other learning activities and performance development as required. * Act in a manner which displays the utmost confidentiality and respect of pupil and staff records at all times.   It is the Trust’s intention that this job description is seen as a guide to the major areas and duties for which the Administrator is accountable. However, this may change and the post holder’s obligations will vary and develop. The post holder is required to perform other reasonable duties which are assigned from time to time. The job description should be seen as a guide and not as a permanent, definitive and exhaustive statement.  **Safeguarding:**  The Bay Learning Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. |
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**Person Specification**

**Personal attributes required (based on job description)**

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|  | **Essential** | **Desirables** |
| **Qualifications** | * GCSE (Maths and English) | * Experience of school systems |
| **Relevant Experience** | * Experience with data and record management systems | * Evidence of successful team working * Administration in an education setting * Familiarity with SIMS |
| **Knowledge** | * Excellent working knowledge including MS Office (Word, Excel, Outlook) | * Knowledge of education, schools, academies * Knowledge of school based software * Knowledge of safer recruitment in education and working together to safeguard children |
| **Skills** | * Excellent interpersonal, oral and written communication skills * Ability to work independently and as part of a small office team * Good organisation skills, ability to multi-task, prioritise effectively and work to tight deadlines | * Advanced Excel and Word processing skills |
| **Personal Qualities** | * Able to work on own initiative and take responsibility for individual pieces of work * Able to work effectively and sensitively with a wide range of people * Keen attention to detail and accuracy * Highly confidential * Committed & hard working * Flexible and responsive to change * Commitment to Equality & Diversity * Highly self-motivated and proactive * Ability to work well within a team and follow instructions * Highly organized with an energy, drive and flexibility to ensure a job is done well |  |

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to Bay Learning Trust values.