

Role Profile					
<b>Job Title</b>	Administrator	<b>Job No. (Office Use)</b>		<b>Salary Range</b>	Grade 4
<b>Reports to (Job Title)</b>	Office Manager	<b>Location</b>		Hill View Primary Academy	
<b>DBS check required</b>	Enhanced DBS check required				
<b>Job Purpose</b>	<ul style="list-style-type: none"> <li>Support the Office Manager with the delivery of administration services within the school. Undertake general administrative duties as well as school specific administrative duties.</li> </ul>				
<b>Decision Making</b>	<ul style="list-style-type: none"> <li>The job involves working within recognised procedures. The post holder will have access to a supervisor or manager for advice and guidance.</li> </ul>				

<b>Accountabilities</b>	<ul style="list-style-type: none"> <li>• Reception duties, answering routine telephone and face to face enquiries and signing in visitors.</li> <li>• Maintenance of manual and computerised records/management systems.</li> <li>• Routine administration including financial administration e.g. collects and records dinner money.</li> <li>• Sorts and distributes mail.</li> <li>• First aid.</li> <li>• Assists with arrangements for visits by the school nurse, photographer etc.</li> <li>• Undertake other duties as directed and commensurate with the grading of the role</li> </ul>
<b>Demands</b>	<ul style="list-style-type: none"> <li>• The post is predominately office based with limited requirements for lifting and carrying files, boxes and other general office items as well as standing and walking within the school environment.</li> <li>• Concentration required for periods of up to two hours at a time with some work related pressure due to conflicting demands from telephone calls and personal callers.</li> </ul>
<b>Working Conditions</b>	<ul style="list-style-type: none"> <li>• The role is mainly office based with occasional exposure to the general background noise of the school environment.</li> </ul>
<b>Experience, Knowledge and Qualifications</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• NVQ Level 2 in administration or equivalent qualification or experience.</li> <li>• Good knowledge of general computer packages and office equipment e.g. Microsoft Office, photocopier, fax, shredder, telephones etc.</li> <li>• GCSE Mathematics and English – Grade C and above</li> </ul> <p><b>Desirable:</b> Previous Experience of working in a school environment is not essential but desirable</p>

<b>Skills and Technical Competencies</b>	<ul style="list-style-type: none"> <li>• Using judgement when interpreting and resolving problems.</li> <li>• Good keyboarding skills for the production of routine correspondence and emails with occasional typing.</li> <li>• Use manual and computerised record/information systems such as HR systems</li> <li>• Have good verbal and written communication skills to exchange information with a range of audiences (e.g. staff, pupils and others)</li> <li>• Have good IT skills including proficient in the use of Microsoft Office products</li> </ul>
<b>Corporate Standards</b>	<ul style="list-style-type: none"> <li>• Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Trust's constitution and its policies and procedures.</li> <li>• Work within the requirements of the Trust's Health and Safety policy, performance standards, safe systems of work and procedures.</li> <li>• Undertake all duties with due regard to the Trust's equalities policy and relevant legislation.</li> </ul>