



| MANOR HALL ACADEMY TRUST | |
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| Post Title | Grade |
| Academy Administration Officer (A5155) | Grade 4 |

Reports to: Office Manager

Main Purpose of the Role: To be responsible for undertaking administrative, financial and organisational processes within the school under the guidance of the Senior Administrator and Hub Business Manager.

Administration

- Be the first point of contact to visitors and callers to the school and ensure a friendly, professional and efficient welcome
- Provide advice and guidance to staff, pupils and other stakeholders
- To ensure efficient administrative and support systems are in followed for the effective operation of the school
- Maintain pupil records, including registration, admission and transfer procedures
- Maintain staff records to ensure contract information is up to date and statutory information is retained on personnel records
- Undertake complex word-processing and IT based tasks eg assisting in the preparation of minutes, reports and newsletters.
- Provide personal, administrative and organisational support to other staff, including but not exclusive to the Headteacher
- Help ensure that all appropriate records are maintained and necessary returns are completed and submitted by the set deadlines.
- Manage an effective computerised system for record keeping processes (Arbor) and to attend training courses as necessary to keep up to date with the systems
- Organise school trips, visits by the school nurse, photographer, link schools, parents etc
- Assist with transport arrangements
- Process purchase requisitions and Goods Receipt Notes

Human Resources

- Record all training courses on Arbor and the school training matrix and allocate training courses as appropriate
- Support the safer recruitment process including undertaking relevant checks



Information and Resource Management

- Help maintain and update an asset register and inventory of all assets
- Help manage Subject Access Requests and Freedom of Information Requests
- Ensure all documentation produced is to a high standard and in line with the school/Trust's brand
- Contribute to the school/Trust's communication and marketing activities, including the school prospectus and website
- Develop and maintain positive links with local community, including other schools and businesses, and to promote public relations and the school/Trust's public image

General Requirements

- To work positively and inclusively with colleagues and stakeholders so that the school provides a workplace and delivers a service that does not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.
- To fulfil personal requirements, where appropriate, with regard to school policies and procedures, health, safety and welfare, emergency, evacuation and security.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.



Person Specification
Academy Administration Officer

| Essential Criteria | Measured By |
|--|--------------------|
| Experience <ul style="list-style-type: none">• Knowledge and experience of relevant admin and finance procedures• Customer focused experience | AF/I |
| Qualifications/Training <ul style="list-style-type: none">• GCSE Maths and English• Excellent numeracy and literacy skills. | I |
| Knowledge/Skills <ul style="list-style-type: none">• Effective use of ICT packages, including Word and Excel• Experience of school specific software would be an advantage• Knowledge or relevant policies/codes of practice and awareness of relevant legislation.• Ability to work constructively as part of a team.• Ability to relate well to children and to adults.• Good organising, planning and prioritising skills.• Methodical with a good attention to detail. | AF/I |
| Behavioural Attributes <ul style="list-style-type: none">• Customer focused.• Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.• Open, honest and an active listener.• Takes responsibility and accountability.• Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing and effective service.• Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.• Committed to the provision and improvement of quality service provision.• Adaptable to change/embraces and welcomes change.• Acts with pace and urgency being energetic, enthusiastic and decisive.• Communicates effectively.• Ability to learn from experiences and challenges | AF/I |



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| <ul style="list-style-type: none">• Committed to their own continuous development by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges | |
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AF - Application form

I - Interview

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***