

University Academy Keighley
JOB DESCRIPTION

Post Title: Administrator (General)

Tenure: Fixed-Term to 31 August 2018

Salary: Level 3, Scale 4 (18-21)
£18,070 - £20,138

Hours weekly: 37 hours per week - all year round

Responsible to: Office Manager

Responsible for:

The provision of high quality administrative support to ensure the smooth running of the main office underpinning all activities relating to staff, students and other stakeholders, maintaining a high degree of professionalism, customer service and discretion at all times.

Main Activities and Responsibilities

Enquiries
To proactively deal with a wide range of enquiries from staff, pupils and parents, either in person or via telephone, email or letter.
To be the first point of contact for visitors ensuring booking in procedures are followed.
Communications & Liaison
To support the circulation of information amongst staff, pupils, parents and stakeholders which will involve drafting and distributing clear and effective communications.
To liaise with other institutions, external agencies and local authorities as and when appropriate.
Organising and servicing meetings and events
To provide administrative support to a range of meetings and events.
To be responsible for supporting tasks which could include organising and circulating information about meetings and events; preparing and distributing agendas or other related information; organising catering; minute-taking; distribution of minutes and action points after the meeting or events.
Administration of the "student lifecycle"

All adults employed by the Academy are responsible for safeguarding and promoting the welfare of the young people s/he is responsible for, or comes into contact with.

To undertake a range of duties to co-ordinate the recording or collation of information from registration, absences, assessments and examinations.
Administration of the “staff lifecycle”
To undertake a range of duties to co-ordinate the recording or collation of information relating to staff from induction to exit.
To provide administrative support for the absence and cover procedures as and where appropriate.
Data entry and management
To undertake a range of tasks relating to the school’s management information system (MIS), which will involve the collation and entry of data relating to various areas of school activity.
Preparation of reports and statistics
To contribute to the preparation of reports and statistics for either use within the school (e.g. staff and management meetings) or externally (e.g. submitting reports or statistical information to external parties).
Budgets and financial records
To provide administrative support where necessary which relates to the management of school budgets and financial records; invoices for services; dinner money; school trips and other funds.
To be responsible for ordering and maintaining stationery supplies.
Organising and facilitating educational and social activities
To provide administrative support to a wide range of school related activities including parents evenings, school events and trips.
General office duties
Under the direction of the office manager, to undertake general office duties including filing, photocopying and other administrative tasks as required.
Any other duties commensurate with grade.

Personnel Specification
Post: Administrator (General)

	Essential	Desirable
Qualifications	Qualifications to relevant standard in Literacy and Numeracy (GCSE Grade C or above/equivalent Level 2 qualification in English and Mathematics).	Educated to A Level or Degree standard.
Experience	High level of competence with ICT, including Microsoft Office software and e-mail; Experience working in an office environment; Experience of providing support to a diverse customer group; Experience of data processing and information gathering with particular reference to confidential and sensitive information.	Experience in the use of administrative and or database packages/software; Experience of working with school based information.
Professional Knowledge and Understanding	High level of IT literacy; Understanding of principles and practices of effective administrative support in a range of activities; Experience of data handling and processing; Experience of basic finance procedures including checking invoices and ordering supplies.	Knowledge of school procedures; Previous of experience of data handling in a school environment;
Skills	Have good attention to detail and accuracy Have an ability to work in an organised way to tight schedules; Good oral/written communication skills; Good interpersonal and listening skills; Work effectively as part of a team.	Able to prepare and confidently present statistical information.
Personal Qualities and Attitude:	Able to cope with the tight and often conflicting deadlines in a busy working environment; High level of discretion, tact and diplomacy; Excellent communication skills; Able to prioritise and work on own initiative; Able to relate well to both adults and	Able to liaise with external agencies and represent the school.

All adults employed by the Academy are responsible for safeguarding and promoting the welfare of the young people s/he is responsible for, or comes into contact with.

	<p>young people; Respond positively to change; Commitment to own professional development; Be willing to undertake training relevant to post e.g. SIMS Nova T timetabling programmes and other job related training as identified.</p>	
--	--	--