

ST GEORGE'S ACADEMY

Corporate Services Office Administrator

Responsible to: **External Funding and Administration Manager**

PURPOSE OF JOB

- To be responsible for providing a full range of administrative and clerical duties to the Principal, to ensure the efficient and effective running of the Principal's office and daily business.
- To be responsible for providing administrative support to the Senior Leadership team.
- To work with the small team of Reception staff based at both Sleaford and Ruskington.
- To undertake any other administrative duties required to ensure the delivery of high quality Corporate Service Administration.

MAIN RESPONSIBILITIES, TASKS AND DUTIES

All responsibilities, tasks and duties to be carried out in line with Academy guidelines and policies.

- Act as a first point of contact within the school for staff, governors, councillors, parents and others seeking contact with the Principal.
- To assist the Principal in organising their administrative workload, prioritising items for their attention.
- Coordinate and manage the Principal's diary, using paper-based and ICT systems, including the co-ordination and management of any Academy events.
- Coordinate and record meetings/events with students, staff and external agencies as appropriate, ensuring that the Principal is adequately briefed on matters to be discussed.
- Produce draft reports, briefing notes and information summaries (or commission them from others) for the Principal and/or members of the Senior Leadership Team, including reviewing letters of complaints from students, staff and/or external bodies.
- Coordinating the Principal's travel arrangements.
- Support the Principal and/or the Senior Leadership Team to prepare a range of speeches/presentations, including any accompanying visual material.
- Manage specific projects on behalf of the Principal and/or members of the Senior Leadership Team, particularly sensitive, confidential and/or complex matters.
- Liaise with the Senior Leadership Team concerning the review and updating of policies and procedures.
- Ensure the operation of an effective filing system.
- Sort and prioritise all incoming correspondence for the Principal (including emails, telephone calls and letters), providing the Principal with necessary information to assist with replies, drafting responses where appropriate.
- Receive and welcome visitors to the Academy on behalf of the Principal.
- Providing general/whole school administrative support as required, including administrative activities associated with Academy events.

- Liaise with students and/or parents in person and by telephone in issues of a personal, confidential or disciplinary nature.
- Maintain a high degree of confidentiality with regard to issues concerning members of staff and pupils.
- Communicate with the LEA, outside agencies, parents and the local community.
- Undertake reception duties as and when required.
- To assist the Vice Principal (Curriculum) and the Home School Communication Coordinator in coordinating activity related to the Academy's School Comms system. Such support is expected to be required on an ad hoc basis.
- To undertake any other reasonable duties/activities as required by the Academy, Principal and/or members of the Senior Leadership Team.

GENERAL

- To be responsible for personal continued professional development
- To adhere to Health and Safety Regulations
- To keep confidential any issues related to St George's Academy which are deemed confidential
- To participate in appropriate meetings
- To read, understand and adhere to all Academy policies

It is important to recognise that any job description outlines only the minimum expectations of the post-holder and should not constrain any colleague wishing to take on additional responsibilities and activities that could positively affect their own, their team's or the school's development and improvement. All members of staff must be prepared to work flexibly, undertaking aspects of colleagues' work of a similar or lower level of complexity, in order to ensure:

- Cover of the school's needs throughout the day
- Appropriate cover for colleagues when absent for any reason

All Academy staff have a responsibility to safeguard and promote the welfare of children and young people within the Academy.

All Academy Staff are expected to make themselves familiar of the Academy Policies and Procures and to adhere to these. These can all be found on the Academy Intranet site.

PERSON SPECIFICATION

Corporate Services Office Administrator

	ESSENTIAL	DESIRABLE	ASCERTAINED BY
1. EXPERIENCE	<ul style="list-style-type: none"> • Experience of providing high level administrative support in a busy, politically sensitive environment. • Experience of using a wide range of office equipment and ICT software, information systems in an administrative environment. • Previous experience of working in a customer focused environment • Experience of taking minutes and diary management 	<ul style="list-style-type: none"> ▪ Experience of working in a school environment. 	<p>Application form</p> <p>Application form</p> <p>Application form</p> <p>Application form</p>
2. KNOWLEDGE	<ul style="list-style-type: none"> • High level of ICT skills including knowledge of Microsoft Excel, Word and Power Point. • Knowledge of confidentiality and data protection legislation and is able to use discretion where necessary • Understand the importance of safeguarding within a school environment • Understanding of filing, storage and archive systems 	<ul style="list-style-type: none"> • Knowledge of School Comms 	<p>Interview and Application form</p> <p>Interview and Application form</p>
3. SKILLS AND APTITUDES	<ul style="list-style-type: none"> • Excellent telephone manner. • Ability to set up and develop administrative systems, for checking, monitoring and reporting. • Have the ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances • Ability to produce work of a high presentational standard with a high degree of accuracy • Ability to make sound judgements when prioritising tasks and knowing when to refer 	<ul style="list-style-type: none"> • Intermediate level of competency in Word and Excel • Experience in the use of SIMS information system 	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>

	ESSENTIAL	DESIRABLE	ASCERTAINED BY
	<ul style="list-style-type: none"> • An ability to use own initiative, work independently, motivate and inspire with a creative approach to problem solving • Excellent communication skills, both verbal and written. • Good interpersonal skills with the ability to relate to all levels of staff. • The ability to critically evaluate own performance • Flexible with effective time management skills 		<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>
4. QUALIFICATIONS AND TRAINING	<ul style="list-style-type: none"> • Educated to GCSE (grade 4 or above) level or equivalent in Maths and English • NVQ2 Level in Business Administration or equivalent qualification in related area or equivalent experience. • Evidence of continuing professional development 		<p>Application form</p> <p>Application form / Interview</p>
5. ATTITUDE AND MOTIVATION	<ul style="list-style-type: none"> ▪ Calm and patient when dealing with others ▪ Demonstrates accountability and ownership for own work duties and activities and carries them out with accuracy and integrity ▪ An ability to work within a team environment and be supportive of the overall team effort ▪ Self-motivation, ability to prioritise work and the ability to work autonomously ▪ A 'can do' approach ▪ Ability to travel to work across the Academy's two campus sites. 		<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Application form / interview</p>