

The Responsibilities

Strive4 Academy is a highly successful multi-academy trust. Its model of education enables pupils to reach their full potential, transforming their lives and ultimately the communities in which they live.

Core Purpose:

- To provide an effective and efficient administrative and welfare support service to the school.
- To play a crucial role in the day-to-day life of the school by providing a wide range of administrative support to keep everything running as smoothly as possible.
- To be committed to the highest educational outcomes for the children in the school by understanding that the school office plays a critical role within the school.
- To deal with all visitors to the school in line with the school's safeguarding procedures.
- This post requires a high degree of confidentiality and flexibility.

Data Management and Reporting:

- To assist the school in collating information required by the Trust and local authority.
- To work with the Administrative Officer (Admissions, Attendance & Data) on the maintenance of confidential pupil personal files and liaise with the Safeguarding Lead and SENDCO where appropriate.
- To ensure data security and confidentiality is always maintained in line with GDPR.
- To keep up to date with data and assessment requirements and attend meetings and training provided by the local authority and other relevant bodies on behalf of the school and disseminate the information obtained.
- To ensure the school is compliant in all aspects of data protection legislation.

Meeting Co-ordination:

- To be the first point of contact for callers to the school – by phone, office email and in person – ensuring their queries are dealt with efficiently and effectively and any follow ups scheduled where appropriate.
- Welcome all scheduled visitors, contractors, parents, new staff and other guests to the school, ensuring all meetings are scheduled appropriately, attendees notified and all visitors to the school are welcomed in line with the school's safeguarding procedures.
- To liaise with the Leadership team around the scheduling of meetings, training sessions, relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Ensure school security arrangements are always complied with, including the issuing of visitor's badges and signing in and out of the visitor's book.
- Provide hospitality for visitors to the school.
- To liaise with the Office Manager, Head of School and relevant Line Managers to ensure meeting and training materials and appropriate packs are developed in a timely manner for all visitors, including updating any materials as appropriate.
- Accept and sign for deliveries as appropriate, ensuring the recipient is duly notified.

Agency Bookings:

- To manage the deployment of agency staff for absence cover, ensuring correct approvals and authorisations are in place before booking.
- Ensuring sign in sheets are checked daily and reported to the Finance Manager.

Clubs and Trips Co-ordination:

- To liaise with the external clubs and lettings around bookings.
- Liaising with music tutors and parents and organising finance for music lessons.
- Liaise with teachers, venues and transport providers with regards to school visits and residential visits.

Communication with Families and Staff:

- To communicate with families through email, text and telephone as appropriate.
- To work closely with the Head of School on the preparation, drafting and circulation of school and Trust newsletters to families and staff.

General School Administration:

- To work closely with the Administrative Officer (Admissions, Attendance & Data), the Child and Family Worker, Finance Manager, Office Manager and the wider school Leadership team.
- To work closely with administration colleagues in other Strive4 Academy Trust schools to support and share best practice.
- To maintain an efficient school diary, which records main events of week-to-week activity.
- To provide personal, administrative and organisational support to the Head of School and other staff.
- To provide a professional, friendly and helpful service for all telephone, email or face to face enquiries to the school.
- To take responsibility for dealing with complex enquiries or difficult visitors to the school where able to.
- To ensure school security arrangements are always complied with, including the issue of visitor's badges and signing in and out of the visitor's book.
- To accept and sign for deliveries as appropriate.
- To undertake administration of complex procedures.
- To manage the workload to ensure all administrative and clerical duties are carried out in a timely manner.
- To operate relevant equipment/complex ICT packages, including RM Integr8.
- To take messages and arrange appointments for the Head of School/Senior Leadership Team/teaching staff, as appropriate.
- To understand and comply with the school's Equal Opportunity Policy and all Safeguarding Policies and Procedures.
- To attend professional development opportunities as agreed within Performance Management schedule, job description and school need.
- To maintain the highest standards of honesty, integrity and confidentiality.
- To uphold and comply with the statutory provision of Health and Safety at Work Act 1974 and any other relevant legislation, Trust and school policies and procedures relating to Health and Safety at work.

- To hold or to prepared to attend training for a relevant first aid qualification in order to act as an appointed person for the school; and to be responsible for the care of children who are hurt or unwell by administering first aid to pupils as required, in keeping with the school's policies.
- To maintain a record of all accidents/injuries and to liaise with teachers, parents and other relevant parties regarding pupil's sickness or injuries.
- To assist in the preparation on statistical information for Governors, Trustees, the local authority and DfE.
- To frank and mail correspondence in a timely manner.
- To deal with enquiries by telephone, in person or in writing.
- Be aware of and support difference and ensure equal opportunities for all.
- To contribute to the overall ethos/work/aims of the school.

Person Specification

We seek to recruit talented individuals who can not only help to build the success of our schools but also people who are engaging and passionate about everything they do.

When we recruit, we look for specific experiences and qualities. However, we also value diversity because we recognise the importance of people bringing their own backgrounds, experiences, perspectives and ideas to the school and the Trust. Our ideal candidate for this role will already be an outstanding administrator within a successful Primary School/Academy.

Criteria	Essential	Desirable
Qualifications	General level of education to at least Level 2 (A) Evidence of participation in appropriate training and development (A I)	Hold at least a Grade C GCSE or equivalent qualifications in Maths and English (A I) Hold a current First Aid at Work Qualification (A)
Experience/ Knowledge	Experience of high-volume administrative work (A I) Experience of working within the Data Protection Act and dealing with confidential issues (A I)	Experience of working within a busy school office setting (A I)
Skills/ Competencies	Effective written communication skills for all stakeholders (A I) Effective oral communication and presentation skills for all stakeholders (A I) Good organisational and time management skills (A I)	Experience of school MIS systems such as RM Integris (A I)

	<p>Excellent administrative skills (A I)</p> <p>To be highly ICT literate and have a broad understanding of packages such as Microsoft Word, Excel, Outlook, Publisher and Powerpoint, plus other specialist equipment (A I)</p> <p>Problem solving skills (A I)</p>	
Personal Attributes	<p>Commitment to educational values (A I)</p> <p>Commitment to the provision of a high quality, child-centred service (I)</p> <p>High level of personal integrity and confidentiality (A I)</p> <p>Ability to work effectively as a team member, to be flexible and adaptable to changing situations (I)</p> <p>Proven ability to manage own time effectively, to prioritise and work to tight deadlines whilst retaining a professional composure (I)</p> <p>Excellent attention to details and understanding the importance of accuracy and high standards in all areas (I)</p> <p>A high level of confidentiality and the ability to deal with sensitive or difficult situations appropriately (I)</p> <p>Proven record of excellent attendance and punctuality (A I)</p> <p>Proactive attitude to work with a willingness to learn (A)</p> <p>A can do/will do attitude (I)</p> <p>Commitment to understand and promote safeguarding (A I)</p> <p>Ability to establish and maintain good professional relationships with colleagues, pupils and parents (A I)</p>	

Applicants who do not meet ALL requirements in the 'Essential' column, need not apply.

A – to be assessed through application I – to be assessed through interview