

Marish Academy Trust Job Description

Contractual Details				
Post Title:	Trust wide Office Administrator			
Responsible to:	Trust wide Office Manager			
Contract type:	Permanent	Fixed Term X (maternity cover)	Full time	Part time
Salary:	NJC 5-15 depending on experience			
Contractual Hours:	5 days per week; Term Time plus inset days and 3 weeks in school holidays (37 hrs per week 8:00-16:00, to accommodate needs of schools)			
Line Management Responsibilities	close liaison required with all office and teaching staff			

Job purpose	
<ul style="list-style-type: none"> ● To provide a professional and efficient reception and administrative service, undertaking all general office and receptionist duties. ● To support the Office manager and office team with administrative duties, including letter writing, printing, letters and filing. ● To promote good attendance and learning admissions processes, monitoring of attendance; the production and communication of attendance reports and admission procedures. ● To be prepared to help out with any administrative task, as necessary and directed by Academy Leadership Team ● To take responsibility for working with all non-teaching staff to support the teaching staff and freeing them to focus on the children. ● To ensure in whatever you do at work, you respond to children, staff and parents in line with our trust vision, values and ethos. <p>Finally, the post holder will maintain a positive, professional and approachable demeanour towards all stakeholders and will proactively support the Trust community in achieving the best possible outcomes.</p>	

Post Holder's Responsibilities	
Leadership	<ul style="list-style-type: none"> ● Be a member of the Academy Office Team and help shape and influence decision making within the Trust's Administration. ● Commit unequivocally to the Trust ethos, vision and values ● To contribute to the overall ethos, work and aims of the MAT.

Administration	<p>In all the matters listed below, the post holder will liaise with other team members as necessary:</p> <ul style="list-style-type: none"> ● Provide a full general administrative service including use of Word and Excel. ● Be a point of contact and meet and greet visitors including parents, governors, LA representatives and signpost to the appropriate person. ● Ensuring class registers are taken in a timely manner and all absences have been recorded, including calling parents when the office has not been informed of an absence, referring concerns to your line manager or safeguarding team. ● Be available to ensure there is appropriate office cover at all times. ● Typing, record maintenance including collation and filing of reports, correspondence and other documents, photocopying and general office duties ● Ensure that all telephone calls are answered promptly and professionally, by establishing a three ring pick up with all staff and further protocols such as actioning calls where possible; or pass caller on to the relevant member of staff; or take and deliver messages ● Establish good relationships with all staff to ensure a professional administrative support service. ● To have a working knowledge of school management systems to assist in many aspects of your role. Be prepared to undertake training to the school's MIS system Pupil Asset. ● Deal with incoming and outgoing mail, including visits to the Post Office as necessary ● To have a working knowledge of ParentPay to set up and monitor payments items and to follow up with parents for no payments. ● To undertake CPOMS training in order to be able to prepare reports in conjunction with the Inclusion Officer and the ECM team. ● Be responsible for the quality environment of the reception area. ● Maintain the filing and storage of documents (paper and electronic) accurately and in a timely fashion so that they are easily accessible and retrievable by the appropriate member of staff. ● Work to deadlines as defined by the DfE, Executive Headteacher and Senior Leaders.
General Communication and Liaison	<p>When deployed in the office the post holder is responsible for:</p> <ul style="list-style-type: none"> ● Supporting with statistical/assessment returns and census to DFE and LA. ● Supporting the office on the monitoring of attendance; the production and communication of attendance reports and admission procedures. ● To undertake some parent support advisor work with families, helping them to engage in positive partnership with the school and providing them with advice and support and signposting to other agencies to enable them to manage their child's challenging behaviour or their own difficult circumstances. ● Ensure that all dates are accurately added on Google calendar and the school diary
External representation	<ul style="list-style-type: none"> ● Occasional home visits as second staff member to accompany, attendance, CP or safeguarding lead. ● Communication with the DPO on receipt of Data Access Requests and potential data breaches or complaints
Health & Safety Management	<ul style="list-style-type: none"> ● Support with the development and implementation of health and safety policy and procedures and that these are adhered to at all times. ● Act as a Fire Marshal if required ● Ensure the health and safety of colleagues and young people ● To assist in the medical room if required.

Other	<ul style="list-style-type: none"> ● Keep own knowledge and skills up to date and manage own professional development ● Contribute to the creation and development of an organisation in which all staff recognise that they are accountable for the success of the Trust. ● Attend and participate in regular meetings, fulfil responsibilities as specified above. ● To attend and participate in planned and informal CPD training sessions. ● To ensure that the school leadership is immediately informed of any issues relating to child protection that they discover or are worried about. ● To apply all policies, procedures and practices including safeguarding procedures relating to your duties. ● Keep your line manager informed of any shortcomings or difficulties with carrying out any of your duties/responsibilities. ● To organise and administer the termly out of school hours clubs programme at Marish and Willow, within the remit of the Children's University. This will include setting up the clubs programme each term, liaising with internal and external providers and ensuring the administration and registration process is completed for each club in a timely and transparent fashion. Also the collation of data, answering of parental queries and production of figures for attendance of different groups each term.
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This job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties. It is expected that the post holder may, if required, carry out any relevant additional duties which the Executive Headteacher may, from time to time, deem appropriate and necessary.