
Post title:	Administrator
Salary and grade:	NJC 7-11 FTE £27,275 - £29,071 (Actual Salary - £22,625.21 - £24,115.03) - Inclusive of the provisional 3.3% cost of living pay award
Hours:	35 hours per week (8:30am – 4:15pm Monday – Thursday, 8:30am – 3:00pm Friday), term time only plus 5 days.
Line manager/s:	School Resource Manager

Main purpose of the job:

To positively and actively contribute to whole school improvement through high quality and efficient administration, particularly with regard to administration processes and other tasks as determined by the School Resource Manager.

To coordinate “front of house” reception and welcome for our community and visitors at one of our school sites. As the first point of contact for families, professionals and visitors, you will play a vital role in creating a warm, organised and professional environment. You will help ensure that every interaction reflects our values and commitment to exceptional support for children and families.

To advise the School Resource Manager on administration matters in line with current legislation/regulations, whilst ensuring organisation, maintenance and monitoring of relevant systems to ensure the effective delivery of service to school.

Key duties and responsibilities

- Assist the School Resource Manager with general and financial administration in the school
- Act as first point of contact with the school for parents/carers and visitors and professionals
- Undertake word-processing and IT based tasks
- Produce and respond to school correspondence
- Manage administrative procedures
- Be responsible for completion and submission of forms, returns etc, including those to outside agencies
- Maintain the confidentiality of all school records in relation to staff and pupils, in line with the latest requirements of the Data Protection Act, GDPR and Freedom of information Act

- Interpret matters of policy/procedure to ensure the school's compliance and initiate appropriate action arising
- Contribute to the development and implementation of the overall ethos/work/aims of the school
- Develop constructive relationships and communicate with other agencies and professionals
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Contribute to the safeguarding and promotion of the welfare and personal care of the children and young people with regard to Safeguarding and Child Protection Procedures and ensuring that confidentiality is adhered at all times
- Ensure that the school is fully prepared to meet external auditing

Other Duties

- Other such reasonable duties as determined and delegated by the Nexus MAT CEO and Senior Leadership Team and School Resource Manager, consistent with the grade of the post and the experience of the Post holder

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding

Nexus Multi Academy Trust School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

		Essential	Desirable
Qualifications, Skills & Knowledge	NVQ Level 2 or equivalent in a relevant qualification	•	
Experience	Excellent communication and interpersonal skills	•	
	Experience of using Microsoft Word and Excel	•	
	Experience of maintaining a website		•
	Experience of school Management Information Systems		•
	Experience of working within an office environment to time-based deadlines	•	
Thinking Ability	Familiar with Keeping Children Safe In Education		•
	An understanding of relevant policies and awareness of relevant legislation	•	
	An awareness of national curricula and accreditation		•
	Awareness of the need to maintain confidentiality	•	
	Excellent communication skills	•	
Personal Effectiveness	Excellent interpersonal skills	•	
	A team player with a collaborative approach	•	
	Ability to manage own time, prioritise tasks and proven organisational skills	•	
	Positive, ambitious and forward looking	•	
	Resilient and easily adaptable to change	•	
	Honesty and integrity	•	
	Passionate and enthusiastic about making a difference	•	
	Ability to form respectful and trusting relationships	•	

		Essential	Desirable
	The flexibility to meet the full range of job requirements	•	
	A commitment to safeguarding and promoting the welfare of children and young people	•	
	Commitment to the school's aims and values	•	
	Demonstrate a firm commitment to the concept of Multi-Academy Trust and desire to see the Trust flourish and expand in a sustainable manner	•	
General	An understanding of and commitment to equal opportunities	•	