



**THEDWARDRE**  
Education Trust

## Job Description – Academy Office Administrator

The Trust and its schools are committed to safeguarding and promoting the welfare of children and young people and the successful candidate must ensure that the highest priority is given to

The Dwardre Education Trust is a local multi-academy trust in the heart of Suffolk. Our four village primary schools work very closely together to use the talents within all our schools for the benefit of our pupils.

We are looking for talented and enthusiastic individuals to work in our schools who embrace our ethos of partnership, collaboration and mutual support and will flourish working within our growing family of schools.

following guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS).

This job description sets out the key duties and responsibilities and the duties listed are examples for this grade of post, however, similar duties may still be undertaken by the post holder and are not excluded because they are not listed.

The post holder will need to have knowledge of relevant Trust policies and procedures and will be required to act on their own initiative, interpret information and situations and solve straightforward problems. Someone more senior is available for direction and guidance.

**Title of Post:** Office Administrator

**Location:** Great Barton CE Primary Academy

**Purpose of the Job:** To provide comprehensive and efficient administrative support to the Academy, acting as the first point of contact and ensuring the smooth running of the reception and front office.

**Accountable to:** Office Manager

**Scale/salary:** Grade 3 Full time salary range: £25,185 - £26,403



## JOB DESCRIPTION

### Key Responsibilities: Administrative

- Maintain the reception and front office to create a professional and welcoming entrance to the Academy at all times.
- Act as the first point of contact for all telephone enquiries responding to queries or passing on messages to the appropriate member of staff as necessary.
- Greet and welcome all visitors and ensure that they are signed in for security and health and safety purposes, including making checks for safeguarding as appropriate.
- Check and respond to emails and sort incoming and outgoing post.
- Ensure efficient and effective administration in the reception and front office by maintaining appropriate systems and procedures being mindful of confidential information at all times.
- Ensure accurate recording and updating of pupil and staff information on the appropriate manual and electronic systems and registers such as the Single Central Record.
- Maintain the diary, electronic or paper, for the Headteacher and other senior staff, arranging meetings and appointments as required.
- In conjunction with the Headteacher assist with the collation, preparation and distribution of the Academy newsletters and all external communication with parents and governors, ensuring that the website has relevant and up to date information at all times.
- Maintain the medical pupil list, liaising with parents and advising staff of pupil needs.
- Oversee the administration of first aid to pupils liaising with parents and staff as required and completing incident form reports.
- Liaison with all external suppliers and providers of services such as the School Nurse.
- Responsible for preparation of data and uploading of the termly pupil and workforce census.
- Produce reports as required by the Headteacher which includes attendance registers and reports.
- Arranging and booking school visits and trips.
- Oversee logging and reporting of IT and equipment issues and liaising with the IT support helpdesk.
- Assist with staff recruitment administration which includes processing Disclosure and Barring Service (DBS) checks.
- Liaison with Trust Administrative Team Lead re new staff contracts, leavers and any changes in hours where required.
- In liaison with the Headteacher arrange supply and staff cover as required.

### Key Responsibilities: Financial

- Receive and process monies/income//invoices including processing and banking of cash/cheques and issuing of receipts.
- To ensure accurate data entry onto the Academy electronic purchase ledger to include ordering, invoices, deliveries and supplier payments.
- Receive and process dinner money and maintain dinner registers making use of manual and electronic systems, liaising with parents as necessary regarding credits and debts.
- Maintain appropriate stocks and supplies of office equipment and school uniform including SATs and other test materials.
- Collecting monies and permission slips for school visits and trips.



This job description is intended only as a guide to the range of duties involved. The post holder will need to be flexible and adaptable in order to respond to other reasonable duties that may be required from time to time within the scope and grade of this post and the changes and developments within the Trust.

**PERSON SPECIFICATION**

Attribute	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>● GCSE or equivalent level education or ability to demonstrate competency at this level</li> </ul>	<ul style="list-style-type: none"> <li>● NVQ 3 or equivalent qualification in administration or business</li> <li>● RSA II</li> </ul>
Knowledge / experience	<ul style="list-style-type: none"> <li>● Experience of a wide range of office and administration systems and processes</li> <li>● Experience of prioritising work to meet deadlines</li> <li>● Experience of using of using Microsoft packages such as word, excel</li> <li>● Experience of electronic data entry</li> <li>● Experience of organising and arranging events and meetings</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of working in a School/Academy environment</li> <li>● Previous experience of handling money and finance data entry</li> <li>● Updating websites</li> </ul>
Skills / abilities	<ul style="list-style-type: none"> <li>● Excellent organisational and administrative skills</li> <li>● Good keyboard skills</li> <li>● Excellent 'customer' service and telephone manner with the ability to deal with enquiries accurately and succinctly by email, on the telephone and face-to-face</li> </ul>	
Personal qualities	<ul style="list-style-type: none"> <li>● Excellent communication skills both written and verbal</li> <li>● Ability to remain calm under pressure</li> </ul>	<ul style="list-style-type: none"> <li>● Flexible approach to working hours in order to cover sickness and unexpected leave</li> </ul>



	<ul style="list-style-type: none"><li>• Ability to use own initiative and problem solve within sphere of role</li></ul>	<ul style="list-style-type: none"><li>• Ability to travel within the Trust</li></ul>
Behaviours	<ul style="list-style-type: none"><li>• Team player</li><li>• Flexible approach</li></ul>	