



Job Outline

General Administrator

Responsible to: Headteacher's PA
Salary Grade: Scale 3
Full time/Part time: 37 hours, 39 working weeks per year

The key responsibilities of this post will be:

- To provide general administrative and HR support, ensuring an efficient and effective school-based administrative service to all stakeholders.
- To support with the administration of pupil related information, data collection and filing, ensuring that statutory requirements are adhered to.
- To provide HR administrative support to facilitate the smooth transfer of data between the school and the Trust's central teams.
- To undertake administrative duties and support, as required, relating to and arising from the recruitment of staff.
- To support the Trust's HR team and School HR Link with the facilitation of on-site interviews.
- To input and ensure the accuracy of data onto the schools computer systems.
- To operate and maintain appropriate databases and spreadsheets.
- To be part of a team that provides an efficient and friendly service for all stakeholders.
- To provide secretarial, personnel, administration and clerical duties.
- To receive and deal with enquiries from parents, staff, pupils and governors both over the telephone and in person.
- To greet visitors to the school and liaise with appropriate staff.
- To ensure security procedures are adhered to, issuing badges, and ensuring visitors sign in and out, if called upon.
- To assist with hospitality when needed.

General:

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure all duties and services provided are in accordance with the Trust's Equal Opportunities Policy.

The Board of Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.



The General Administrator will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the Trust and will be reviewed annually.

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