



JOB DESCRIPTION

Job Title:	Specialist Administrator
Salary:	TPAT Point 8
Responsible to:	Headteacher/Head's PA/Office Manager
Direct Supervisory Responsibility for:	None
Important Functional Relationships: Internal/External:	Senior Leadership Team, School Staff, Students, Parents & Carers, TPAT Professional Services, Local Monitoring Committee, Visitors, Suppliers and External Professional Bodies

Main Purpose of the Job:

The Specialist Administrator is responsible for playing a crucial role in the day-to-day life of the school with responsibilities spanning administration, attendance management, finance, payroll, personnel, cover and stakeholder interaction. On occasion they may need to cover the work and responsibilities of an Administrator.

The Specialist Administrator will interact on a specialist professional level with other colleagues and seek to establish and maintain productive relationships with staff, children, parents/carers and external bodies.

Your role and duties will depend on the size of your school and therefore the size of the administration team. You may be asked to undertake additional duties that are at the appropriate level of responsibility for your post. The details below are not exhaustive, and each school will have their own requirements.

Main Duties and Responsibilities:

You will have a responsibility for one or more specialist areas, such as administration, attendance management, finance, personnel, payroll, cover or a combination of some of these elements depending on the needs and roles within your school.

Administration

- To provide a professional and confidential administrative service for the school including the processing of correspondence, reports, publications and other documents as required.
- To lead on the necessary administration associated with the school's intake of new pupils and pupils leaving the school, ensuring records are forwarded appropriately. To maintain pupil records appropriately ensuring confidentiality with such records.
- To promote positive attitudes by pupils and families towards education and to ensure that parents and carers are made fully aware of their statutory responsibilities.
- To be responsible for managing and maintaining the school website and engagement on social media platforms, app and text messaging facility, liaising with relevant staff to ensure it is kept up to date.
- To be responsible for the maintenance of electronic and manual records, reports and statistics as required including updating Arbor and other school records to ensure all files for students and staff remain up-to-date and in accordance with Data Protection legislative requirements and to participate in maintaining back-up systems.
- Following TPAT and school procedures using standard and template letters to ensuring school/trust wide consistency regarding producing letters, ensuring required documentation is completed and maintaining a robust administration system in line with keeping children safe in education and related regulations.

- To ensure the provision of administrative support in respect of timetables, registers and absences, lettings diary, school meals, school events / outings and absences.
- Be responsible for the administration of school lettings, liaising with the Headteacher, TPAT operations team and hirer where necessary.
- Arrange and book workshops, CPD and training courses for staff as directed by the Headteacher.
- To co-ordinate visiting groups to school in liaison with the teaching staff.
- Ensure that school clubs information is up to date, to include the administration of the running of Holiday Clubs and posting the events.
- To take a supporting role in the marketing/publicity of the school.
- Manage any enquiries regarding Parent Pay/Arbor Pay and help parents / carers with any issues as and when they arise and log issues on the system, following them through to resolution.

Finance and Payroll

- To ensure all processes and work undertaken meets with the financial regulations and internal and external auditory processes.
- To support local school purchasing adhering to Procurement Policy.
- To request the raising of school sales invoices in line with the Trust's financial procedures.
- To prepare all monies and cheques received by the school for banking, adhering to TPAT's Cash Handling Policy.
- Ensure that all educational visits, trips and events are set up on Parent Pay/Arbor (or school equivalent system) and monitor parent / carer payments - reporting to SLT as and when required.
- To code income received in line with TPAT financial procedures. To monitor all payments received from parents including trips etc on a regular basis and to administer the receipt and banking of various monies.
- Production and collation of monthly payroll documents, overtime, expenses, additional payments, sickness absence etc for submission via The Vault to the TPAT payroll team for processing, by the monthly payroll deadline.
- To use IT systems to extract data and record information including statistical data, providing reports as requested by the senior leadership team.
- Treat all information sensitively in line with the school's GDPR / data retention policies ensuring confidentiality at all times.

Attendance

- To work with the pastoral team and tutors / teachers to improve attendance and punctuality and reduce absence.
- To liaise with students and parents / carers to improve attendance and punctuality and reduce absence.
- To record and monitor information about the attendance of students, identifying patterns of absence in key cohorts and vulnerable children and supporting the Attendance Lead in the strategic analysis and evaluation of attendance.
- To attend confidential attendance meetings and be able to hold challenging conversations and maintain a calm manner at all times.
- To be a good listener, acknowledge challenging situations without judgement and deal with stressful or conflict situations with kindness and empathy.
- To maintain positive, nurturing relationships with staff, parents and children.
- To use analysis tools to identify key cohorts and individuals vulnerable to absence and lateness and to support senior leaders to evaluate patterns and devise evidence based strategic action plans in response.

- To contribute to raising achievement by improving school attendance and making appropriate phone calls to establish reasons for absence.
- To provide a specialist service to assist the school in meeting its obligations and targets in relation to school attendance, especially persistent absence.
- To assist with the school's strategies to promote the regular and punctual attendance of all pupils and assist with the implementation of the strategies.

Cover

- To be responsible for managing the arrangements for cover for absent staff, ensuring arrangements are in place to cover for staff absence where needed.
- Deploying cover supervisors or arranging supply teachers as appropriate and as directed by the Headteacher, ensuring the school is compliant with the provisions in STPCD around 'Rarely Cover' and monitoring and evaluating the impact of cover.
- To follow absence management procedures for staff, recording daily staff absence and providing daily updates to the Headteacher.
- To administer the cover system within the MIS in accordance with the school's processes and procedures.
- To provide induction for supply teachers ensuring those new to the College can locate relevant facilities and fully understand what is expected of them in terms of policy and procedure [including Health and Safety and Behaviour Policies] and those who have previously worked in the College are fully up to date with policy information.

Personnel

- Being the first point of contact for providing HR information and advice to staff. This will be achieved, face to face, by telephone or by email.
- Coordinating and monitoring probation and induction processes for all new starters.
- To support with the recruitment process of new staff including making arrangements for interviews, collating recruitment papers, documentation checking and drafting offer letters.
- Monitoring patterns of absence for all staff to enable the automatic recognition of patterns of absence in accordance with the School's Absence Management & Leave of Absence policies. Provide reports to the Headteacher each term and highlight to the Headteacher when staff members have reached triggers detailed within the policies.
- Checking medical certificates and forms are received in relation to staff sickness absence and liaise with other admin team members in respect of their processing.
- Providing line managers with appropriate absence and Return to Work information to ensure early intervention and support for staff and assist the Head's PA / Office Manager with the setting up of absence management meetings.
- Carrying out appropriate pre-employment checks on new staff in line with Safer Recruitment and HR procedures.
- Maintaining staff information and updating personnel files, HR electronic systems and payroll as required and in line with internal HR procedures.
- Drafting letters from the Headteacher for staff following contract changes, employment, job offers, resignations etc.
- Responsible for/supporting the Head's PA / Office Manager with the management of the Single Central Record to ensure it is up to accurate and up to date; monitoring and requesting letters of assurance as required.
- Undertaking/supporting the School Workforce Census.
- Maintaining a rolling renewal of Staff DBS checks in accordance with best practice for the school.
- Providing administrative support to the DSL with regard to annual safeguarding training for staff.

Standards and Quality Assurance

- Articulate and promote the school's aims and ethos with parents, carers, pupils, staff, visitors and the wider community.
- Hold and articulate clear values and moral purpose, leading by example with integrity, creativity, clarity and resilience.
- Demonstrate optimistic personal behaviour and model positive relationships and attitudes towards pupils and staff.
- To set a good example in terms of dress, punctuality and attendance.
- To attend INSET days, staff meetings and school events as required.
- To participate in training and development discussions and activities to maintain the skills and competencies required for the role.
- To provide cover in case of absence of other administrative staff.
- To manage and prioritise your own workload in line with school requirements.

General Responsibilities applicable to all staff

- Demonstrate and promote the values of Truro and Penwith Academy Trust at all times.
- Contribute to the overall ethos and aims of the school.
- Follow and adhere to all agreed Child Protection and Safeguarding policies and procedures at all times.
- Make a positive impact on our students' lives and contribute to shaping a brighter future.
- Play a full part in the life of the school community and support its vision and ethos to encourage all staff and students to follow this example.
- Work effectively with other members of staff to meet the needs of students; ensuring that students' needs are prioritised.
- Act as a role model and set high expectations of conduct and behaviour.
- Appreciate and support the role of other professionals.
- Have a clear sight of how this role impacts on the school's students at all times.
- Work with professionalism in line with the Trust's Code of Conduct.
- Be aware of and comply with all policies and procedures at all times, especially those relating to child protection, health, safety and security, confidentiality, data protection and copyright, code of conduct, reporting all concerns to line manager.
- Be a positive influence on the climate and culture of the school and a positive role model at all times.
- Model good management practice across the Trust.
- Be aware of and support difference, ensuring equal opportunities for all.
- Actively promote the safety and welfare of our children and young people.
- Administer basic first aid and assist in the dispensing of medically prescribed controlled drugs in line with school procedures (only if trained to do so); recording on SafeSmart as required.
- Attend liaison events and effectively promote the school at open days/evenings and other events.
- Act as a Trust team member and provide support and cover for other staff where needs arise, inclusive of work at other sites within a reasonable travel distance.
- Be aware of and comply with all School and Trust policies and procedures.
- Undertake mandatory training, professional development, learning activities and appraisal procedures as appropriate.
- Attend and participate in relevant meetings and Trust based INSET as required.
- Responsible for your own self-development on a continuous basis; taking responsibility for your own CPD.

- Recognise own strengths and areas of expertise and use these to advise and support others.
- Maintain at all times the utmost confidentiality with regards to all reports, records, personal data relating to staff and students and other information of a sensitive nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.
- Carry out any other reasonable instructions commensurate with the post in order to support the work of the Trust and its Academies.

Job Description

This job description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post. This job description does not form part of your contract of employment.

The post-holder may be required to undertake such work as may be determined by their line manager from time to time, up to or at a level consistent with the main responsibilities of the job.

This job description may be amended at any time in consultation with the post-holder.

Special Conditions of Employment

Truro and Penwith Academy Trust is committed to safeguarding and promoting the welfare of children and young people, ensuring a culture of valuing diversity, and ensuring equality of opportunities, and expects all staff and volunteers to share this commitment. The post-holder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The post-holder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or well-being of children or young people.

All offers of employment are conditional and are subject to satisfactory pre-employment checks including receipt of original qualification documents, two satisfactory references, health screening, proof of eligibility to work in the UK, Childcare Disqualification check, a Disclosure and Barring Service (DBS) check and online searches.

PERSON SPECIFICATION – Specialist Administrator

Person Specification	Essential	Desirable	Recruiting Method
Education and Training	GCSE's or equivalent to include Maths & English at a C/4 grade or above. NVQ Level 3 in business administration or equivalent experience. First Aid Trained (or willing to undertake the training and be a school first aider).	Admin or IT related qualifications at level 3. Typing and word processing certificates.	Application Certificates
Skills and Experience	Significant experience working in a relevant administrative role preferably in an educational setting. Office experience including the development, management and operation of administrative systems. Excellent customer service and communication skills. Experience of working within a school or similar environment.	Experienced school secretary / administrator. Experience of working with children, young people, parents and families in a school or similar environment. Working with professionals from other agencies. Supervising and supporting other colleagues.	Application Interview Assessment

	Ability to work closely as part of a team as well as working under your own initiative. Able to prioritise between different demands. Able to meet deadlines and plan and manage own time effectively.	Experience of using Arbor or similar MIS data base.	
Specialist Knowledge and Skills	Able & confident in the use of IT – Office 365, word, excel, outlook – with great typing and word processing skills. Demonstrate an understanding of issues linked to confidentiality. Excellent communication skills, both written and verbal. Excellent telephone manner. Excellent listening and organisational skills. High level of accuracy and attention to detail. Willing to work within organisational procedures, processes and to meet required standards for the role. Be resilient and demonstrate an ability to work well under pressure Able to adopt a flexible working practice. Excellent record of attendance and punctuality. Champion for children. Enthusiastic, approachable with excellent interpersonal skills. Confident communicator. Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people. Demonstrates an awareness, understanding and commitment to equal opportunities. Committed to promoting equality of opportunity and inclusion.	Minute-taking skills. Experience of absence / attendance management. Level 3 Safeguarding trained. Safer Recruitment trained.	Application Interview Assessment
Behaviours and Values	Confident, proactive & self-motivated with a high level of initiative. Demonstrate an ability to cope with stressful / conflict situations. Able to hold challenging conversations and maintain a calm manner at all times. Ability to maintain positive, nurturing relationships with staff, parents and children. Excellent organisational and interpersonal skills to include filing both paper and electronically. Ability to follow all school policies.	Willingness to play a full role in the life of the school. Show a commitment to school improvement.	Application Interview Assessment

	Enthusiastic, hardworking and committed. Integrity & Sensitivity. Discretion & Confidentiality. Kindness & Empathy. Flexibility & Sense of Humour. Willingness to learn and adapt to embrace new change initiatives.		
--	---	--	--