



School Administrator

Job Description & Person Specification

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Job Description

Reporting to:	PA to Headteacher
Key Contacts:	Leadership, Teachers, Support Staff, Students, Parents/Guardians, External Agencies
Location:	Based at Poltair School but there may be a requirement to travel to undertake work at or for other academies/sites within Cornwall Education Learning Trust.
Salary Grade:	G
Hours:	37 hours per week, 46.255 paid weeks (Term Time + 12 additional days) A flexible approach to working hours is required.

Core Purpose of the Role

- ❖ To play an integral role in the daily operations and running of the school, by providing a professional and proactive administrative service to staff, students and other external parties.

Key Roles and Responsibilities of the Administration Team

- ❖ HR and Recruitment administration, to include advertising job vacancies, receiving applications, facilitating interviews, sending appointment letters and processing pre-employment vetting checks.
- ❖ Maintain the whole school calendar, liaising with the Senior Leadership team for approval of calendar events and coordinating the organisation of upcoming events, to include, but not limited to: Parents' Evenings, Open Day and Evening, Welcome Days, Celebration Evenings, Immunisation Days, Staff Recruitment Interviews, Staff Induction.
- ❖ Act as the primary point of contact for whole school correspondence with parents using the InTouch school communication system.
- ❖ Complete all required administrative tasks to support daily operations, e.g. letters and emails to parents, student consents, the set-up and monitoring of the booking system for parents' evenings.
- ❖ Schedule cover for absent staff, both for planned leave of absence and daily unexpected absence. Produce timetables for scheduled cover and room changes.
- ❖ To support with the maintenance of student and staff records and systems.

General Responsibilities applicable to all staff:

- ❖ To demonstrate and promote the values of Cornwall Education Learning Trust at all times.
- ❖ To work effectively with other members of staff to meet the needs of all pupils.
- ❖ To work with professionalism in line with the Trust's Code of Conduct.
- ❖ To attend staff meetings and Trust-based INSET as required.
- ❖ To be responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.
- ❖ To be aware of and adhere to all applicable Trust policies and procedures.
- ❖ To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.

Note:

- ❖ 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.
- ❖ The postholder may be required to undertake such work as may be determined by the Headteacher/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 postholder.

SPECIAL CONDITIONS OF EMPLOYMENT

Cornwall Education Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder 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 postholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

All offers of employment are conditional and subject to an Enhanced DBS check and, where applicable, a prohibition from teaching check will be completed for all applicants.



CORNWALL EDUCATION LEARNING TRUST

Person Specification

Selection Criteria	Essential	Desirable	How Assessed
Education and Training	<ul style="list-style-type: none"> • Attainment of GCSE Grade C or above in Maths and English (or able to demonstrate equivalent numeracy and literacy skills to a Level 2 standard education) • Experience of working in a fast-paced environment • Previous experience in an administrative role 	<ul style="list-style-type: none"> • Administrative qualifications • Experience of working in a secondary school environment • Previous experience of logistical planning 	Application Form / Interview
Skills and Experience	<ul style="list-style-type: none"> • Excellent organisational skills, with a methodical approach to work and ability to work to deadlines • Strong communication skills • Adaptable, able to work under pressure and on own initiative • Ability to work confidentially and with attention to detail to maintain accurate records 		Application Form / Interview
Specialist Knowledge	<ul style="list-style-type: none"> • Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people. • Demonstrates an awareness, understanding and commitment to equality and inclusion 		Application Form / Interview
Personal Qualities	<ul style="list-style-type: none"> • To believe in the importance of team work and a collaborative approach, to be able to contribute effectively to a team and build supportive working relationships with colleagues • Professional, reliable and honest • Flexibility towards working hours 		Application Form / Interview
Values Related Qualities	<ul style="list-style-type: none"> • Collaborate – ability to work effectively as a team • Empower – ability to take initiative and problem solve in order to improve performance • Leadership – To lead by example and achieve shared goals • Transformation – ability to recognise a need for change and adapt accordingly 		Application Form / Interview

