

HORIZONS SPECIALIST ACADEMY TRUST

Green Gates Academy

Post Title: School Administrator
Scale: Grade H
Responsible to: Principal

Job Purpose

- To serve as the first contact for telephone and visitor enquiries.
- To provide administration and support to the Academy and Principal.
- To work alongside administrative colleagues and management teams of the Trust
- To arrange and provide support around the EHCP process

Key Tasks

Reception

- Responding to telephone enquiries and either directing the caller to the appropriate member of staff or taking a message
- Greeting and dealing with visitors and external agencies to the academy while observing appropriate security procedures
- Dealing with enquiries from staff and students as appropriate
- Dealing with transport issues and liaising with parents, staff and community transport

Administration

- Routine photocopying and document collation
- Recording pupil absence on SIMS
- Sorting and distributing all incoming and outgoing mail
- Typing and word processing of (usually) non urgent material
- Providing clerical support with regards to EHCP documentation
- Providing clerical and administrative support in respect of all school related matters as directed by the Principal and Senior Leadership Team.
- Providing clerical and administrative support across the Trust when required.
- Any other duty commensurate with the post and grade

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Qualifications & Education	<p>5 GCSE's or equivalent (including maths and English at Grade C or 4 or equivalent)</p> <p>NVQ Level 2 or equivalent qualification in a relevant discipline e.g. Business Administration or appropriate administration experience</p>	NVQ Level 3 qualification (relevant to the post)
Experience & Knowledge	<p>Previous Reception Experience</p> <p>Previous Administrative Experience</p> <p>A minimum of 2 years' office-based Administration experience.</p> <p>Knowledge of Data Protection requirements and an understanding of confidentiality</p> <p>Knowledge of relevant policies and codes of practice & awareness of relevant legislation</p>	<p>Experience of working in a school setting</p> <p>Experience of working with children with SEN</p> <p>Experience of using SIMS</p> <p>Experience of using MyHr.</p>
Skills	<p>Excellent numeracy/literacy skills</p> <p>Ability to relate well to children and adults</p> <p>Ability to work successfully as part of a team</p> <p>Ability to maintain accurate records</p> <p>IT Literate, capable of using MS Word / Excel and office packages</p> <p>Good keyboard skills</p> <p>Good communication skills (both oral and written)</p>	
Personal Attributes	<p>Participate in development and training opportunities</p> <p>Ability to abide by Trust policies and procedures</p>	