



## Job Description and Person Specification

	JOB DESCRIPTION
<b>School:</b>	Matthew Moss High School
<b>Section:</b>	Associate Staff
<b>Location:</b>	Matthew Moss Lane, Rochdale OL11 3LU
<b>Job Title:</b>	Administrator (Level 2)
<b>Scale:</b>	Grade 3 (SCP) 5-6 (currently £19,312 - £19,698 FTE AYR per annum)
<b>Accountable to:</b>	Headteacher MMHS, Business Manager, Pastoral Manager
<b>Hours:</b>	36.25hrs per week; Term Time only.
<b>Accountable for:</b>	**
<b>Special Conditions of Service:</b>	All posts require enhanced DBS clearance prior to appointment The Postholder may be required to attend evening and weekend meetings

Matthew Moss High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### Organisational Chart:

<b>Headteacher</b>
<b>Business Manager</b>
<b>Administrator</b>

### Relationships

Internal:

1. School staff.
2. Senior managers.
3. Governors.
4. Volunteers.
5. Pupils.
6. Users of the school.

External:

1. Parents/carers.
2. Staff in other Trust schools and within the wider LA.
3. Suppliers of equipment and services.

### PURPOSE AND OBJECTIVES OF THE JOB

Under the direction of senior staff, provide administrative, organisational and financial support to the school.

### CONTROL OF RESOURCES

**Personnel**

To be responsible for the direction, support and motivation of self and any staff under the postholder's control.

**Safeguarding**

Fulfill responsibilities and obligations in relation to the safeguarding of children.

**Financial**

To work in accordance with Financial Regulations and procedures of the School.

**Equipment/Materials**

To be responsible for the safe use and maintenance of equipment/materials used by the postholder.

To adhere to all rules and regulations relating to the use of ICT, e-mail and intranet /internet access.

Teaching resources including audio visual and computer equipment.

**Health/Safety/Welfare**

Responsible for the health, safety and welfare of self and colleagues in accordance with School's Health & Safety policies and procedures and current legislation.

**Equality**

To work in accordance with Watergrove Trust's Policy relating to the promotion of Equality and Diversity.

**Training and Development**

The post holder will have a commitment in identifying and undertaking their own professional and personal development in accordance with Schools performance management framework.

**Relationships (Internal and External)**

**Internal:** 1. School staff

2. Volunteers

3. Students

4. Governors

5. Users of the school

**External:** 1. Parents/Carers

2. Staff in other schools and within the LA

3. Suppliers of equipment and services

**Values and Behaviours (CHANGE)**

We want our learners to be treated with dignity and fully-developed as citizens through:

**C.H.A.N.G.E.:**

- Composure - We remain effective under pressure.
- High Standards - We expect much from ourselves and others.

- Agency - We know how to learn and make things happen.
- Numeracy & Literacy - We master our use of numbers and words.
- Growth Mindset - We learn to succeed through practice.
- Empathy - We care about others as well as ourselves.

Watergrove Trust has high expectations of its pupils and staff and we expect our employees to be aware of, and apply these values and behaviours at all times.

## **RESPONSIBILITIES:**

### **The postholder must:**

- Ensure that the Trust's commitment to public service orientation and care of our customers is provided.
- Be able to render regular and efficient service to undertake the duties of this post.

## **PRINCIPAL DUTIES**

1. To collate and maintain registers and pupil reports including PLASC information and that routinely required by the LA and DfE, and to produce management information/data as required.
2. To accurately input into databases and spreadsheets, maintain manual and computerised records and produce reports/management information.
3. To support the monitoring and production of accurate data relating to attendance. Undertake the work around exclusions of students.
4. To provide administrative support as required, including the production of letters, report and schedules, and to utilise other ICT packages eg email, databases, spreadsheets, and the internet.
5. To take notes/minutes of meetings and support the organisation of meetings including typing agendas, collating papers, book meeting rooms and arranging refreshments.
6. To support and attend parent's meetings as and when required.
7. To undertake reception duties, acting as first point of contact; answer routine telephone and face to face enquiries. Welcoming visitors to the school ensuring that health and safety and safeguarding procedures are followed, signing in visitors, issuing visitors badges, escorting visitors if required, and signing visitors out when they leave.
8. To respond to general day-to-day queries from staff, students, parents and external visitors.
9. Undertake student first aid/welfare duties, looking after sick students, liaising with parents and staff in accordance with school procedures.
10. To make arrangements for school trips, events, etc, as directed.
11. Liaise with their Pastoral Manager/ Headteacher to organise supply cover as required.

## **SECONDARY DUTIES**

1. Uphold the professional standards expected of every member of Trust staff in all dealings with colleagues, students, parents / carers and the wider community and adhere to the principles expressed in the aims of the Trust
2. To participate in programmes of training as a trainee and when required as a trainer facilitator. Actively contribute to the continued development of the Trust by attending training, participating in relevant meetings, and putting forward ideas for improvement. To demonstrate a commitment to self-review and professional development.
3. Be aware of and comply with policies and procedures relating to child protection, health & safety and security, confidentiality and data protection, reporting all concerns as appropriate
4. To support and participate in team working across the Trust, including working within other areas/ schools as required in the light of operational needs of the Trust and to facilitate the career development of the post holder.
5. To undertake duties as part of the team rota - To act as a team member and undertake general office duties as and when required to support the overall service delivery to the academies, students and families. Be a positive, collaborative team member.
6. To undertake such other duties and responsibilities of an equivalent nature commensurate with the level of responsibility that may be allocated periodically, as may be determined from time to time by the Headteacher (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).
7. The postholder's duties must at all times be carried out in compliance with the Trust's Equal Opportunities Policy and other policies designed to protect employees or service users from harassment.
  - a) Take reasonable care of the health and safety of self, other persons and resources whilst at work.
  - b) Cooperate with management of the trust as far as is necessary to enable the responsibilities placed upon the trust under the Health and Safety at Work Act to be performed, e.g. operate safe working practices including both mental and physical wellbeing.
  - c) It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards employees. The postholder should also counteract such practice or behaviour by challenging or reporting it.
8. To attend and participate in meetings as required.
9. Play a full part in the life of the Academy community, supporting our ethos and values encouraging staff and students to follow this example.
10. Support the Academy & the Trust in meeting our legal requirements for worship.
11. Actively promote the Academy & Watergrove Trust corporate policies.

Job Description Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Postholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PERSON SPECIFICATION

<b>Academy :</b>	Matthew Moss High School	<b>Post:</b>	Administrator (Level 2)
<b>Section :</b>	Associate	<b>Scale:</b>	Grade 3

### Note to Applicants:

**Essential Criteria (E)** are the qualifications, experience, skills or knowledge that you MUST SHOW YOU HAVE to be considered for the job.

There are a range of methods by which this information can be obtained. The '*How Identified*' column illustrates how the Trust will obtain the necessary information about you.

For example: Where **(AF)** is indicated next to an *Essential Criteria* you MUST include details relating to this aspect in your **Application Form**. You must include examples from either paid or voluntary work. Do not leave gaps in employment.

**Watergrove Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff to share this commitment.**

Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
<b>Qualifications</b>		
To possess or be willing to work towards GCSE English and Mathematics at Grade A* - C, or GCSE Level 4 - 9, or a Level 2 qualification in Literacy and Numeracy or CSE Grade 1 in English and Mathematics.	E	AF, certificates
To possess or be willing to work towards a Level 2 qualification in Business Administration.	E	AF, I, check certificates
To possess or be willing to work towards a full or emergency Paediatric First Aid certificate within 3 months of starting work.	E	AF/I
<b>Skills and Experience</b>		
Experience of a range of administrative work including financial administration.	E	AF/I
Experience of using ICT packages i.e. Microsoft Word, Access, Excel, Outlook.	E	AF, I
<b>Knowledge and Ability</b>		
Ability to work effectively within a team environment, and an understanding of school roles and responsibilities.	E	AF, I
Understanding of the importance of safeguarding/child protection when working in a school setting	E	AF, I
Knowledge of data protection/GDPR and understanding the importance of maintaining confidentiality.	E	AF, I
Ability to prioritise own workload and work to deadlines	E	AF, I
Excellent communication skills and ability to deliver effective customer service in person, on the telephone and via email.	E	AF, I

<b>Special Working Conditions</b>		
Enhanced DBS clearance.	E	AF, I
Requirement to undertake First Aid Training and provide first aid cover as necessary.	E	AF, I
Motivated and keen to develop own knowledge and practice by participating in professional reviews and continuing personal development activities.	E	AF, I
Committed to working within the schools policies and procedures and adhering to safe working practices.	E	AF, I
Flexible in approach and able to meet the changing demands of the role.	E	AF, I
Ability to attend meetings out of school hours.	E	AF, I
Have a professional appearance and manner	E	AF, I
<b>Values and Behaviours (change)</b>		
<p>Composure - We remain effective under pressure. High Standards - We expect much from ourselves and others.</p> <p>Agency - We know how to learn and make things happen. Numeracy &amp; Literacy - We master our use of numbers and words.</p> <p>Growth Mindset - We learn to succeed through practice. Empathy - We care about others as well as ourselves.</p> <p>Please confirm you are willing and able to meet these values and behaviours.</p>	E	AF

**Watergrove Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff to share this commitment. As part of this commitment the postholder will be subject to enhanced DBS clearance.**