

<b>Role Profile: Administrator Grade C</b>	
<b>Job Purpose</b>	Under the direction/instruction of senior staff provide routine clerical/administrative/financial support to the school.
<b>Decision Making</b>	The job involves working from instructions, but making minor decisions involving the use of initiative. Problems are referred to a supervisor / manager. Little close supervision is necessary beyond that provided by working arrangements and methods.
<b>Accountabilities</b>	<ul style="list-style-type: none"> <li>• Reception duties, answering routine telephone and face to face enquiries and signing in visitors.</li> <li>• Maintenance of manual and computerised records/management systems.</li> <li>• Routine financial administration including ordering</li> <li>• Sorts and distributes mail.</li> <li>• Assists with arrangements for visits by the school nurse, photographer etc.</li> <li>• Undertake duties associated with hospitality</li> <li>• Undertake other duties as directed and commensurate with the grading of the role</li> </ul>
<b>Demands</b>	<p>The post is predominately office based with limited requirements for lifting and carrying files, boxes and other general office items as well as standing and walking within the school environment.</p> <p>Concentration required for periods of up to two hours at a time with some work related pressure due to conflicting demands from telephone calls and personal callers.</p>
<b>Working Conditions</b>	The role is mainly office based with occasional exposure to the general background noise of the school environment.
<b>Experience, Knowledge and Qualifications</b>	<p>Essential</p> <p>NVQ Level One in administration or equivalent qualification or experience.</p> <p>Knowledge of general computer packages and office equipment e.g. Microsoft Office, photocopier, fax, shredder, telephones etc.</p> <p>Basic numeracy and literacy skills are required.</p>
<b>Skills and Technical Competencies</b>	<p>Using judgement when interpreting and resolving straightforward problems.</p> <p>Interpersonal skills for communicating tactfully information with school colleagues and callers and visitors to the school.</p> <p>Keyboarding skills for the production of routine correspondence and emails with occasional typing.</p> <p>Word processing and other IT based tasks.</p>
<b>Corporate Standards</b>	<p>Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of Horizon Multi Academy Trust's constitution and its policies and procedures.</p> <p>Work within the requirements of the Trust's Health and Safety policy, performance standards, safe systems of work and procedures.</p> <p>Undertake all duties with due regard to the corporate equalities policy and relevant legislation.</p>