



Stowe Valley
MULTI ACADEMY TRUST

JOB DESCRIPTION

ADMINISTRATOR	
Scale	F 6-11
Hours	To be agreed
Section	Support Staff
Responsible to	Headteacher
Responsible for	This position has no responsibility for line management

Job Purpose	Ensure the reception is a welcoming provision of the school and as the first point of contact deal with all queries in an effective manner which reflects the school's and MAT's ethos' Have due regard for safeguarding and welfare of children and young people and to follow the child protection procedures adopted by the school.
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Duties & Responsibilities	The current main areas of responsibility are as follows but all staff within school are expected to show flexibility in the reviewing of responsibilities to meet the school's needs, which may change from time to time.
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- Provide comprehensive administration support in all matters connected with the daily running of the school.
- Ensure the reception is a welcoming provision of the school and as the first point of contact deal with all queries in an effective manner which reflects the school's ethos and in line with safeguarding procedures.
- Maintain and update a number of electronic records for a variety of school functions including pupil and staff databases.
- Complete school censuses and any other DfE/LA returns as required and in a timely manner.
- Be responsible for HR administrative procedures within the school as directed by the MAT. To include Recruitment, DBS checks, Absence Insurance claims etc.
- Be responsible for procuring school resources and services ensuring

- the MAT's financial procedures are followed.
- Run the administrative processes for trips including parent pay set up.
 - Provide the MAT central finance team with data and information for the Nursery and Before and After School Clubs as required and run processes as required in the school.
 - Update the school website as required.
 - Undertake general clerical duties such as photocopying, scanning, filing etc. as required.
 - Assist with student welfare by being part of a team of first aiders administering first aid when required.
 - Participate in the MAT's appraisal management process.
 - Have due regard for safeguarding and welfare of children and young people and to follow the child protection procedures adopted by the Trust.
 - Perform any other reasonable tasks within the range of the salary grade.

**Stowe Valley MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS Disclosure.
COMMITTED TO EQUAL OPPORTUNITIES**