



Castle View
Enterprise
Academy

Your Academy....Your Future

Post Title	Senior Administrator
Main Purpose of the Job	To support aspects of administrative / secretarial support, finance, communications and management of specific projects on behalf of the Principal and the Academy.
Responsible to	Principal
School Type	The Academy is a publicly funded independent secondary school for pupils aged 11 to 16.
Grade	Scale 4
Working Time	Term time only plus two weeks
Disclosure Level	Enhanced
Expectations	<p>There is an expectation that all adults who work at Castle View Enterprise Academy will:</p> <ul style="list-style-type: none"> • Create opportunities to support the Academy vision. • Have respect and care for students and all other adults. • Set the highest possible standards through the way in which we behave, talk to each other and strive for excellence in all that we do. • Support the Academy uniform policy for students and echo this through professional and business-like mode of dress. • Contribute to the Academy enrichment programme.

Duties & Responsibilities	<ul style="list-style-type: none"> • Ensure the effective operation of administrative processes and procedures, recognising the importance of enquiries or issues and applying the appropriate prioritisation. • Note and co-ordinate the follow-up actions at the end of key meetings and in all correspondence, paper based and electronic. • Co-ordinate and manage actions and responsibilities with regard to minutes, letters, e-mails and other forms of communication ensuring that a response is promptly and appropriately.
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	<ul style="list-style-type: none"> • Assist in the development and maintenance of specific administrative processes / systems, for example effective record keeping and electronic filing systems. • Liaise and work collaboratively with internal stakeholders including site-based staff and wider central services functions (Finance, HR etc.). • Assist with financial and accounting administration - invoices, processing of petty cash, checking transactions and undertaking reconciliation in line with academy financial procedures. • Liaise with external stakeholders including parents/carers, local authorities to arrange visits, meetings to support the referrals and admissions process. • Manage specific projects on behalf of the Principal, particularly sensitive, confidential and / or complex matters. • Liaise with, and ensure effective communication between the Principal, the Trustees and in particular the Chair, and external contacts. • Liaise with students and / or parents in person and by telephone in issues of a personal, confidential or disciplinary nature. • Support the Principal in any communication strategy with staff by ensuring that matters of significance are quickly and professionally brought to her attention. This could include arranging, and minute taking meetings including those of a confidential nature. • Production of draft reports, briefing notes and information summaries (or commissioning them from others) including reviewing letters of complaint from students, staff and/ or external bodies. • Prepare appropriate presentations, including any accompanying visual material. This will require use of ICT gathering numerical/statistical data and ensuring appropriate input from specialist colleagues. • Maintain, organise and order stationery. • Support reception during busy periods to deal with parents / carers and answering calls. • Keep the Academy website up to date and ensure the latest policies are available.
Additional Duties	<ul style="list-style-type: none"> • Carry out other reasonable tasks from time to time as directed by the Principal.

Person Specification

CRITERIA	ESSENTIAL = E DESIRABLE =D
Experience	
Proven relevant experience in public or private sector administration, using computerised administration systems	E
Experience and use of complex databases and a range of other ICT applications e.g. Microsoft Office, Word, Excel and Power Point	E
Experience of dealing with the public	E
Experience in developing and maintaining recruitment and personnel systems	E
Experience in multitasking	E
Experience of working with young people	D
Previous experience of working in a school environment	D
Qualifications	
At least 3 GCSEs (or equivalent) including English and Maths.	E
Training	
Recent training appropriate to the post and readiness to continue professional development	E
Word processing and computer software training	E
Training in customer relations	D
Knowledge & Skills	
Office methodologies e.g. filing systems/correspondence files	E
Maintenance routines for office equipment	E
Excellent interpersonal and communication skills (oral & written)	E
Excellent organisational and time management skills	E
Ability to complete tasks	E
Personal Circumstances	
Able to participate in appropriate meetings at unsocial hours as required with time off in lieu	E
Evidence of flexibility and reliability, with sufficient energy to cope with a demanding post	E
Attributes	
Pleasant manner with students and staff	E
Approachable and able to inspire confidence, accepting of responsibility and committed to working as a member of the team	E
Good humoured, energetic and enthusiastic with a sense of proportion	E
Having initiative and able to work independently	E

Castle View Enterprise Academy is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. As part of our due diligence and to comply with our obligations in line with Keeping Children Safe in Education, an online search of publicly available information will be undertaken for all shortlisted candidates. The successful applicant will be subject to provide an enhanced DBS disclosure.