



Organisation:	Watergrove Trust
Section:	Associate Staff
Location:	Kentmere Academy
Job Title:	Office Lead (Administrator Level 3)
Hours:	36.25 hours per week, term time only Hours of employment are: 7.45am to 3.45pm Monday - Thursday, 7.45am -2.30pm Friday (including 30 minutes unpaid for lunch)
Grade:	4
Grade Range:	Points 7-11
Accountable to:	School Business Manager and Head of School
Accountable for:	N/A
Special Conditions of Service:	• All posts require satisfactory pre-employment checks including enhanced DBS clearance prior to appointment.

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

PURPOSE AND OBJECTIVES OF THE ROLE

- To provide a warm welcome to all visitors of the school, ensuring health and safety and safeguarding procedures are followed including signing visitors in/out, issuing badges, escorting visitors as required.
- Managing incoming calls, providing a professional welcome and an efficient follow up service.
- To undertake student first aid/welfare duties as and when required, including looking after sick students, liaising with parents/staff in accordance with school procedures.
- Processing of purchase orders, invoices and payment runs and income recording.
- To support the SBM in managing children with medical conditions, including allergies. This will involve liaising with parents, medical professionals and children to make sure

records show how we can effectively support their needs; ensuring the documents record this accurately and are stored appropriately.

- To assist in the provision of an effective, flexible and responsive administrative service for the school, in collaboration with the SBM and Trust People Team. Including supporting safer recruitment, absence recording and the Single Central Record.
- To assist the trust finance team in processing the school's monthly payroll run supporting employees, colleagues and management with HR & Payroll queries.
- Provide general administrative support to the Senior Leadership Team.

Safeguarding

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

To adhere to the Academy Trust rules and regulations relating to the use of IT, e-mail and intranet/internet access.

Health/Safety/Welfare

Responsibility for the safety and welfare of self, colleagues and students in accordance with the Health and Safety Policies of Watergrove Trust, and current legislation.

Relationships (not exhaustive)

Trust Senior Leadership Team

Wider Trust Colleagues

Headteacher(s)

Trust People Team

Teaching Staff

Associate Staff

Visitors

Contractors

Governors /Trustees

Organisational Chart

Chief Education Officer
Head of School
School Business Manager
Administrator Level 3

Values and Behaviours

Our mission is to be ever **"Providing more"** to the communities we serve, to enable life in all its fullness. Our Trust is enabled by a mutual interdependency within which we will always:

- Coach
- Challenge
- Innovate

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:

1. Perform his/her duties in accordance with the Equal Opportunities Policy.
2. Ensure that the Trust's commitment to public service orientation and care of our customers is provided.
3. Be able to render regular and efficient service to undertake the duties of this post.

Administrative

- Provide a warm welcome to all visitors of the school, ensuring health and safety and safeguarding procedures are followed including signing visitors in/out, issuing badges and escorting visitors as required.
- Provide general administrative support e.g. photocopying, filing, emailing, completing forms and responding to routine and complex correspondence.
- Ensure meetings and events are arranged and prepared for in a timely manner and are serviced and recorded appropriately. Accurate and timely documents are produced as required.
- Provide administrative support for interviews, hearings and meetings, including arranging diaries, facilities, ensuring packs are available as required, corresponding with relevant parties, taking minutes and providing documents as required, all in line with relevant policies.
- Assist in the maintenance of employee records on personnel files throughout the employee lifecycle, from recruitment and new starter admin, to leavers.

Student Support

- To undertake student first aid/welfare duties as and when required, including looking after sick students, liaising with parents/staff in accordance with school procedures.
- Under the guidance of the SBM, manage children with medical conditions, including allergies. This will involve liaising with parents, medical professionals and children to make sure records show how we can effectively support their needs; ensuring the documents record this accurately and are stored appropriately.

People Policy and Procedure

- Keep up-to-date the School's Single Central Record (as directed by the Trust's People Professional) in accordance with the Keeping Children Safe in Education and Trust policy and procedure
- Provide administrative support during staff recruitment in line with guidance from the Trust People Team.
- Support safer recruitment by collating and checking pre interview ID & relevant documentation eg Rehabilitation & Childcare declarations
- Ensure all pre employment checks are completed prior to commencement and escalation of any issued to the HR Manager
- Manage staff training requirements through the online portal (i.e. The Key). Ensure reminders are sent when training is due (particularly first aid).

- Check that induction procedures for new staff are completed, ensuring line managers have the information they need for the process
- Ensure that all employee documentation and correspondence is stored in the school personnel files (scanned where appropriate)

Finance

- Processing of purchase orders, invoices and payment runs and income recording.
- Support the SBM with dinner money queries.
- Manage applications for Free School Meals, ensuring they are recorded correctly on Arbor.
- Support the SBM with the management of nursery invoices and receipts. Work with Trust finance to accurately record the number of children in nursery and on waiting lists for Christmas and Easter intakes.
- Assist the Finance team in preparing and inputting the monthly payroll information into the payroll system.
- Supporting trips by issuing letters, collecting contributions and providing administration support for the trip leader.

General

- The post holder must ensure full commitment to the Trust vision, values and key priorities.
- The above list is not exclusive or exhaustive, and the Trust may require the job holder to undertake duties commensurate with the grade and level of the role.

SECONDARY DUTIES

1. Uphold the high professional standards expected across the Trust in all dealings with colleagues, students, parents/carers, and the wider community. Actively promote Trust policies and adhere to the principles expressed in the aims of the Trust.
2. Build strong working relationships across departments and Trust schools. Contribute positively to team rotas, carry out general office duties to maintain service delivery, and work in other areas or schools as operational needs require
3. Actively participate in continuous professional development and self-review. Take part in training as both a trainee and a facilitator when required, attend required meetings, and share best practice and ideas for improvement across the Trust.
4. Take reasonable care of the physical and mental health, safety, and well-being of yourself and others. Adhere strictly to Equal Opportunities policies by actively challenging or reporting any discriminatory practice or harassment.

5. Undertake any other reasonable duties commensurate with the post's level of responsibility, as directed by the Headteacher (or representative) in consultation with you.

Job Description Prepared by: _____ Date: _____

Postholder Signature: _____ Date: _____

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year as part of the performance management cycle and may be subject to modification or amendment at any time after consultation with the post holder.

Watergrove Trust Person Specification

Organisation :	Watergrove Trust	Post:	Administrator Level 3
Section :	Associate Staff	Grade:	4

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.

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Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
Qualifications		
Good standards for literacy and numeracy GCSE Grade C (4 or above) in Maths and English or equivalent	E	AF, certificates
Level Two qualification in Business Administration	D	AF, I, check certificates
CIPD qualification (min Certificate in Personnel Practice)	D	AF, I
Skills and Experience		
Previous experience of end to end HR & Payroll administration	D	AF, I
Logical thinker and ability to act on own initiative	E	AF, I
Experience of administering HR systems & processes	D	AF, I
Experience of working within a busy customer focused, service driven support department preferably (but not essential) within a school environment	D	AF, I
Previous experience of working in a school academy environment	D	AF, I
Ability to communicate effectively with a range of people both verbally and in writing.	E	AF, I
Ability to work effectively and respond positively to the demands of a varied workload.	E	AF, I

Ability to work to strict deadlines whilst maintaining accuracy.	E	I
Ability to work effectively as both part of a team and as an individual.	E	I
Experience working with cloud products eg Google Suite.	D	AF, I
Knowledge and Ability		
Understanding of the importance of safeguarding/child protection when working in a school setting	E	AF, I
Able to find solutions to the problem, understanding the importance of adopting a logical approach and working within codes of good practice	E	AF, I
Ability to prioritise own workload, work as part of a team and work to deadlines	E	AF, I
Ability to relate well to both Staff and Students with a range of HR abilities (Diplomacy)	E	AF, I
Able to demonstrate integrity and confidentiality	E	AF, I
Flexible and open minded approach to completion of work	E	AF, I
Adaptable to change and a 'growth' mindset	E	AF, I
Understanding and commitment to the Trust's Equality Policy and how it relates to the duties of the post	E	AF, I
Detailed knowledge of and interest in a wide range of HR practises with a particular focus on HR in education (Credibility)	D	AF, I
Special Working Conditions		
From time to time you may be expected to work outside normal working hours to participate in duties that are otherwise not indicated in your job description.	D	AF, I
There may be a requirement for you to work at any of our partnership schools as required		AF, I