

## **JOB DESCRIPTION**

<b>Post title:</b>	<b>Administrator</b>
<b>Academy:</b>	<b>Academy 360</b>
<b>Reporting to:</b>	<b>Office Manager</b>
<b>Salary/Pay range:</b>	<b>£17,711 per annum</b>
<b>Hours of work:</b>	<b>37 hpw</b>

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### **Purpose of Job**

To provide an effective and efficient general administration service to the Academy and in particular provide support to the HR and Finance functions.

### **Main Duties and Responsibilities**

- Preparation of confidential documents and reports, as requested by HR and Finance colleagues
- To be a point of contact for queries / visitors to the Academy
- Organising and managing meetings and filing systems, including minute taking as required
- Receiving, processing and where appropriate responding directly to communications on behalf of the HR and Finance Teams
- Working closely with colleagues and management, where appropriate, to follow up agreed actions
- Assisting in the general administration of HR/Payroll/Finance matters as directed and generally contributing to the smooth running of the Academy
- Provide HR administration support in an accurate and timely manner
- Support with processing all paperwork where necessary to HR / Finance and Payroll, as required
- Being a point of contact for staff and provide general advice on HR / Finance & Payroll Administration queries
- Any other duties as may reasonably be requested by Trust Management. The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility.

### **Health & Safety**

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so

### **Safeguarding**

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2018 where required