



# **FAIRFAX**

MULTI-ACADEMY TRUST



## **GENERAL ADMINISTRATOR**

### **JOB DESCRIPTION**

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### GENERAL ADMINISTRATOR

#### POST HOLDER

**RESPONSIBLE TO** | Administration Manager

**LINE MANAGEMENT OF** | N/A

**WORKING HOURS** | 37 hours per week (no TOIL)

**WORKING PATTERN** | Your normal daily work pattern is Monday to Friday 08:00 to 16:00 (with a 30-minute early finish one of the days) and with an unpaid half hour lunch break

**SALARY** | FMAT Scale 3

**HOLIDAY ENTITLEMENT** | A paid entitlement of 26 days' annual leave and 8 statutory bank holidays

#### JOB PURPOSE

To provide general clerical and administrative support to staff around the academy. To support the Administration Manager on a daily basis.

#### MAJOR DUTIES AND REQUIREMENTS SPECIFIC TO THE POST

##### General Administration

- Carry out general administration and clerical duties such as word processing, data inputting, photocopying, filing, preparing letters and spreadsheets and support with larger mailings
- Creating classroom displays, updating notice boards in relation to extracurricular activities
- Update Bromcom with pupils' personal details as and when required
- Record and store lost property and confiscated items
- Attend Open Evening (normally in September) and New Intake Evening (normally in July)
- Assist in participating in parents' evenings on a rota (Front of House)
- Order of stationary supplies and other education materials and control stock levels
- Take the post to the Post office at the end of the working day or ensure post is ready when collected at the end of the day
- Distribute and process incoming and outgoing post
- Update staff telephone lists and pigeon holes/information trays
- Send email/text communications to parents
- Taking notes at meetings if required
- Support the administration team as necessary and be part of the reception cover rota
- Provide cover for Reception as and when required

- Be one of the nominated first aiders on site

#### **GENERAL**

- Promote and safeguard the welfare of students you come into contact with
- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and adhere to all Trust and Academy level policies and procedures and comply with their contents; raising any concerns in a timely manner
- Be aware of, support and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the Trust
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training, other learning activities and performance development as required
- Engage actively in the performance review process
- Perform any other such duties as the Principal may from time to time determine

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I have read and accept this job description

**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

#### **Review and amendment**

This job description allocates core initial duties and responsibilities and will be reviewed periodically and when appropriate. It is therefore not necessarily a comprehensive definition and may be subject to change or modification at any time after consultation.



ENRICHING **LIVES;** TRANSFORMING **FUTURES**

**EXCELLENCE.**  
**DEDICATION.**  
**AMBITION.**  
**INTEGRITY.**  
**TRADITION.**

