

Freeman College

Job Description

Position:	Administrator
Field of Practice:	Transformative Leadership and Management (Field 7)
Post Reference No:	BSS10003
Grade:	Indicative 4:5
Responsible to:	Administration Manager
Location:	Freeman College

Job Purpose

To support the administrative process and fulfilling administrative related duties to assist with the efficient running of the administration functions at the School and when required provide collaborative working within a linked College.

The post holder will be expected to embrace, articulate and work with the Trust's objectives, vision, values, purpose and method, ensuring that the Trust's paradigm of biodynamic agriculture, Anthroposophical medicine and practical skills education, which is informed by Steiner Education, is maintained, implemented and integrated.

The post holder is to contribute to the whole life of the School, and Trust, always remembering that our core purpose is to improve the education and lives of our pupils, students and adults.

You will be required to carry out your duties at all School and occasionally School premises, some of which are located a distance from the main School sites and at such other places as the Trust may reasonably require.

The post holder will be expected to travel on a regular basis between the Trust's sites, and to and from other places as the Trust may reasonably require.

Evening and weekend working may be required.

Corporate Contribution

The post holder will be expected to contribute as required and uphold the aims, objectives and commitments of Brantwood Specialist School and Ruskin Mill Trust Limited.

Main Duties

- 1. The scheduling and undertaking of health and safety and maintenance checks including chaperoning all contractors on site
- The scheduling and undertaking of vehicle checks and maintaining up to date paperwork regarding vehicles.

- Creating and maintaining health and safety and maintenance paperwork and files to ensure compliance during inspection
- Liaising with all college and residential staff around health and safety updates, visits and issues.
- Assisting with other administrative tasks including filing, minute taking, report typing, etc as needed.
- Providing administrative support to the Administration Manager and the College SMT around health and safety and maintenance reports
- Providing administrative and secretarial support to the College's Management Team, co-ordinate College business and maintain accurate records of all meetings.
- To provide ad hoc reports to the management team of the College and assist them on special projects and with day to day matters.

General

1. To share the Trust's commitment for promoting and safeguarding the welfare of students.
2. To be responsible for promoting and safeguarding the welfare of students, children and vulnerable adults that you come into contact with.
3. To carry out the above duties in accordance with the Trust's Health and Safety Policy.
4. To actively support and promote equality and diversity throughout the Trust.
5. To work co-operatively with other staff within the Trust.
6. To work with students as and when required.
7. To comply with all the policies and procedures of the Trust as contained in the booklet entitled "Statement of Purpose-Policies and Procedures
8. To maintain exemplary standards of professionalism, honesty and respect at all times, and not abuse the privilege of access to confidential information.
9. To be responsible for the care and development for your working area.
10. To deliver training or development opportunities as required.
11. To maintain a 'duty of candour' and to be open and honest at all times, ensuring that concerns are raised promptly through the appropriate management routes.
12. To attend meetings and supervision as required.
13. To undertake training and development as required by the Trust and the Hiram Education and Research Team. To be committed to professional self-development, through participation in-service training as necessary for the successful carrying out the role.
14. To undertake work related continued professional development (CPD) as required by the post.

15. May, from time to time be required to work additional hours as shall be reasonably necessary to discharge properly your duties and responsibilities outlined in this job description.
16. To undertake any other duties appropriate to this level of post which will evolve as the job progresses until the job description is reviewed.

Staff Management and Supervision

The Administrator has no line management responsibilities.

Liaison

To liaise with all staff employed by the Trust, professional bodies, external consultants, and any outside bodies as and when required.

Job Revision

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

Where the post holder is disabled or becomes disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable job redesign will be given full consideration.

Person Specification / Training and Development Requirements

Position: Administrator

The following are the criteria that will be used for Shortlisting

Experience:

- Ideally experience of working in an administrative capacity
- Ideally experience of managing a diverse workload and meeting strict deadlines
- Ideally experience and skilled in creating reports and maintaining records
- Ideally knowledge of health and safety policies and procedures

Knowledge and Skills:

- Computer Literate in Microsoft office applications, including, Word and Outlook
- Good interpersonal and communication skills
- Organised and flexible
- Ability to demonstrate high levels of discretion and confidentiality
- Ability to demonstrate high levels of motivation and enthusiasm for all duties no matter how minor such as preparing items required throughout meetings such as equipment and refreshments

Once appointed, the post-holder must complete the following trainings and qualifications within the timescales set

Training or Qualification	Name	Timescales for completion	Length of programme
Qualifications / Training	Introduction to Ruskin Mill Trust	Within first 2 weeks of employment	2 week programme
	Management of Actual and Potential Aggression	At first available opportunity	1 day
	PREVENT training	Within 1 week of commencing role	Online - about 1 hour
	Safeguarding - Internal Policies and Procedures	Within 3 months of commencing role	2 hours
	Equality and Diversity	Within 3 months of commencing role	2 hours
	Craft activities as agreed with line manager	1 year	Variable