

Grace Garden School - Catherine Grace Trust

Job Description

Position:	Administrator
Post Reference No:	CGT000014
Field of Practice:	Practical Skills & Therapeutic Education (Field 2 & Field 4)
Grade:	4:5
Responsible to:	Administration Manager
Location:	Grace Garden School, Bristol

Job Purpose

The post holder will be required to provide an administrative and to work as part of the administration team fulfilling administrative related duties to assist with the efficient running of the administration functions at Grace Garden School. You will be expected to maintain complete confidentiality at all times.

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 the young people at the School.

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 within the provision of the school.

You may be required to carry out your duties at other Ruskin Mill Trust premises and at such other places as the Trust may reasonably require.

Contribution

The post holder will be expected to contribute as required and uphold the underpinning values and philosophy of the School and Ruskin Mill Educational Trust at all times.

Main Duties

1. To be responsible for the scheduling of student meetings, including EHCP reviews.
2. To be responsible for inviting and notifying all relevant stakeholders of student review meetings.
3. To type up EHCP review reports and action points from review meetings and ensure they are sent out to relevant parties in the required timescales.

4. To assist with the ongoing inputting of information into databridge, including review information, student targets, goals, etc. and student's qualifications or achievements, from the point of admissions through to transition.
5. To minute student related meetings including the student meeting and admissions meeting.
6. To provide administrative support to the school SLT and other school staff.
7. To assist with the organisation of school events e.g. open evenings, parents' evenings and end of term celebrations.
8. To provide reception cover as required.
9. To cover other administrative tasks as required.
10. Prepare letters and parcels for the post.
11. Co-ordinating and booking meetings, keeping other staff members informed of changes to plans.
12. Keeping track of actions and preparing agendas for meetings.
13. Deal confidentially with telephone enquiries and correspondence.
14. Diarising meetings as required.
17. Effective planning and organising of own work, dealing with changing daily pressures and challenges and adjusting own priorities as required, whilst at all times maintaining consistency and quality.
18. Support the Administration Manager to prepare for meetings of various groups (external and internal) and sub-committees.
19. Arrange meetings with various internal and external people, when required.
20. Organise ad hoc meetings, conferences, exhibitions, workshops and events for internal and external purposes.
21. Providing support to the Administration Manager including the Executive Principal on an ad hoc basis.
22. Assisting the Administration Manager with ad-hoc administrative tasks.
23. To work as part of the Administrative support team and provide administrative support to the team as required.
24. To provide cover for colleagues as required.

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" and Student Protection Policies.
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 direct staff responsibility.

Liaison

To liaise with all staff employed within the School, Catherine Grace Trust, Ruskin Mill Trust, parents, pupils, 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, Education

Experience of working with students with learning disabilities or developmental delay is not a requirement of the role but successful applicants will be expected to share their working environment with students and may be required to work directly with them to assist school duties.

The following are the criteria that will be used for Shortlisting

Experience:

Essential:

- Experience of working as an Administrative Assistant or an Administrator
- Experience of managing a diverse workload and meeting strict deadlines
- Supporting other administrative colleagues with workload
- Knowledge of drafting correspondence including but not limited to letters, emails, agendas and minutes
- Experience of providing administrative support in a busy office environment
- Experience of minute taking, organising meetings and sending out reports following meetings

Desirable:

- Knowledge of reliably screening communications
- Experience in working in the social care, residential or education sector
- Knowledge of the 0-25 SEND Code of Practice (2014)

Knowledge and Skills

Essential:

- Highly Computer Literate in Microsoft office applications, including, Outlook, Word, Excel and PowerPoint
- High quality editing and linguistic skills
- Strong organisational and communication skills
- Outstanding interpersonal skills
- Ability to ensure exceptional standards of accuracy and quality
- Well organised
- Able to work to deadlines
- Able to take ideas and turn them into action plans and see them through to the end
- Good eye for detail
- Able to work independently but within the framework of a dispersed team
- Adaptable
- Shows initiative
- 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
- Sound time keeping and forward planning ability
- Motivated self-starter
- Positive and flexible attitude
 - A personal interest in and commitment to environmental issues
 - The ability to liaise with colleagues, external parties and students effectively and in an appropriate manner

Desirable:

- Project management skills

- Knowledge of Publisher
- Interest in cultural affairs, philosophy, holistic approaches

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 Practical Skills Therapeutic Education	Within 12 months of commencing role	Up to 12 months
	Management of Actual and Potential Aggression	First available opportunity	2 days
	PREVENT training	Within 3 months 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