



**The Priory Federation  
of Academies Trust**

<b>Job Title:</b> Business/Admin Officer (Maternity Cover)	<b>Pay Scale:</b> SCP 15 - £17,072 (37 hours x 52 weeks)
<b>Normal Place of Work:</b> The Priory Witham Academy	<b>Line Manager:</b> Academy Business & Operations Leader
<b>Role Summary:</b> Provide clerical and administrative support throughout all Academy support service functions including Administration, Finance, Catering and Site Management.	

## **DUTIES AND RESPONSIBILITIES**

### *Key Responsibilities*

#### Support the Academy Business & Operations Leader

- Carry out clerical and administrative tasks, as directed
- Manage projects based on current initiatives and Academy aims
- Attend internal and external meetings for the benefit of the Academy
- Prepare reports for the Business Manager, collating information from a range of sources

#### Administer the Academy lettings system:

- Act as first contact for individuals or groups enquiring about hiring Academy premises
- Co-ordinate inspection visits and gather information regarding requirements
- Co-ordinate all necessary paperwork
- Liaise with colleagues to ensure the smooth execution of the letting
- Provide monthly reports detailing usage, profit and availability
- Actively promote the premises available for hire

#### Organise events:

- Co-ordinate the organisation of a wide range of Academy events
- Ensure budgets are kept to and best value is sought
- Ensure the Academy is promoted in a positive manner

#### Support the Finance Department via Academy Staff

- Maintain records and advise of any incomes to be charged for externally
- Prepare debt management letters for outstanding debts owed to the Academy
- Collate information relating to various income streams

#### Other Duties

- Provide clerical and general support to the Academy's administrative/business function

- Undergo training as and when required to support elements of the job. Such other duties as may be determined within the general scope of the post.

## Generic Responsibilities

- *To represent and promote Trust values internally and externally*
- *Ensure that The Trust's internal customers receive an excellent customer service experience in all dealings with the service*
- *To deliver your day to day duties consistently with the agreed service level*
- *To actively promote and act, at all times, in accordance with Trust policies, e.g. Health and Safety, Equal Opportunities and Safeguarding*
- *Commitment and contribution to improving standards for pupils as appropriate.*
- *Contributing to the maintenance of a caring and stimulating environment for pupils.*
- *To undertake other duties commensurate with the job level*

Elements of this job description may be changed following consultation with your Line Manager.

The post holder will interact professionally with colleagues to ensure understanding and awareness of responsibilities of all colleagues and undergo any relevant training.

Elements of this job description may be changed following consultation with your manager.

## Key Relationships

The post holder will be expected to develop and maintain good relationships with:

<ul style="list-style-type: none"> <li>• Head Teacher, SLT and all Academy staff</li> </ul>	To ensure a high quality service is provided that meets the needs of the Academy.
<ul style="list-style-type: none"> <li>• Parents and Students</li> </ul>	
<ul style="list-style-type: none"> <li>• Visitors</li> </ul>	

## TERMS OF EMPLOYMENT

All offers of employment are subject to The Trust receiving proof of identity, two satisfactory references, satisfactory health and enhanced DBS checks, a signed Code of Conduct, evidence of your relevant qualifications and successful completion of a 12 month probation period.

## HEALTH AND SAFETY

All employees are responsible for reading, understanding and carrying out the requirements of The Trust's Health and Safety policy and for informing a relevant person if they become aware of any non-compliance with the policy or of any identified training needs.

## HOURS OF WORK

The Academy day is between 8:00 am and 6:00 pm. A flexible approach to working is expected as some tasks may be required to be carried out in the evenings and during holiday periods.

## CONTINUAL PROFESSIONAL DEVELOPMENT

The Trust requires individuals to identify and analyse their own training and development needs and to actively participate in the design of a development plan to meet these needs and the needs of the Academy. This may be achieved through an appraisal process.

The post holder should recognise and take advantage of development opportunities and should periodically review their own progress towards meeting previously agreed goals.

## CONDITIONS OF SERVICE

Governed by the National Agreement on Pay and Conditions of Service supplemented by local conditions as adopted.

**SPECIAL ARRANGEMENTS** The post holder may be required to work outside of normal Academy hours on occasion, with due notice.

## SAFEGUARDING STATEMENT

The Priory Federation of Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

### Person Specification – Business/Admin Officer

	Essential	Desirable	How assessed*
<b>QUALIFICATIONS</b>			
GCSE English and Mathematics Grade A-C or equivalent.	✓		AF / Cert
IT Qualification, eg CLAIT, ECDL.	✓		AF / Cert
NVQ L2/L3 in Business Administration	✓		AF / Cert

<b>KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)</b>			
Recent and relevant experience of working in an administration/office environment.	✓		AF / IV
Extensive experience of working in a customer service environment.	✓		AF / IV
High standards of accuracy.	✓		AF / IV
Proven ability to work with confidential and sensitive data.	✓		AF / IV
<b>SKILLS AND ABILITIES</b>			
Excellent oral and communication skills.	✓		AF / IV
Ability to work on own initiative and independently as well as part of a team.	✓		AF / IV
Ability to use IT at a level commensurate with job role.	✓		AF / IV
Good planning and organisational skills.	✓		AF / IV
Professional and responsive attitude and behavior towards colleagues and clients.	✓		AF / IV
Must accept and actively support the Federation's agreed values.	✓		AF / IV
Flexible with a willingness to adapt working patterns to fit the needs of the Academy. Flexible working to include evenings and occasional weekend work.	✓		AF / IV

\*Key to how skills are assessed:

AF = Skill assessed via application form.

IV = Skill assessed via interview.

AT = Skill assessed via test/work-related task.

Cert = Certificate checked at interview.

I have read and accept the content of the job description.

Signed Line Manager : .....

Dated: .....

Signed Employee.....

Dated.....