Central Administrator Job Description

Job Title:	Central Administrator
Grade of Post:	Grade 7
Hours of Work:	37 hours (term time plus 2 weeks) *7.5 hours Monday - Thursday, plus 7 hours Friday*
Responsible to:	Chief Financial Officer

Purpose of the Job:

As a member of the Trust's central team, be a key member in the delivery of services across the Trust, ensuring the smooth running of the Trust as a whole.

This is a full list of all the roles carried out by the Trust's Administration team. **You will be responsible for only specific parts of this Job Description, but may be required to work across any, or all, of the areas.**

Key administration objectives:

Management of school administration teams to ensure the effectiveness and cohesion of administration processes across the Trust, specifically:

- Taking a lead role in school administration by line managing school administrators in collaboration with Heads to ensure the needs of the schools across the Trust are met
- Providing planners, processes and protocols for all administration functions across the Trust, including planning of events, fieldwork coordination, collection of monies and any other tasks as required by the Heads
- Ensuring school administrators are checking the registration of pupils daily, ensuring the Trust is meeting its safeguarding requirements, and providing attendance data for analysis by school leaders
- Covering 'first response' absence in school offices across the Trust where staff absence results in no staff being available to carry out daily statutory tasks
- HR follow ups - 3/6/9 month probations and annual PEP reviews
- IT support to admin staff - Google Admin updates, SOS, ParentPay, Synergy, SignIn
- Liaise with Safeguarding Leads re Admissions/ Attendance and signposting for referrals

Key admissions objectives:

Management of school admissions processes to ensure the successful on boarding and off rolling of students in line with requirements, specifically:

- Leading on administration of admissions arrangements, including the management of SAMS for all schools in the Trust
- Administering annual imports for all systems including class lists set up for the new school year (ParentPay, SOS, CPOMs, realsmart etc.)
- Leading on the submission of school census' ensuring the maintenance of the Trust's MIS system reflects current demographics to maximise the funding available to all schools

Key financial objectives:

Ensure the effective reporting and recording of the Trust's finances, and ensure the effective procurement of goods and services on a value-for-money basis, specifically:
- Contributing to the financial administration of the Trust in line with financial procedures, such as inputting invoices and processing payments
- Assisting the business management team through the provision of financial information, in a timely manner, as and when required
- Maintaining the integrity of the Trust's financial systems and data, operating in accordance with established internal controls
- Making a contribution to a culture which discourages waste, duplication and inefficiency
- Supporting the procurement strategy and probity of public money, raising any instances where they identify best value may not be a consideration in the decision making process

Key HR objectives:

Support with human resource management, specifically:
- Collating and providing information relating to recruitment, documentation to support with DBS processing
- Administering and collating staff files, including new starter and leaver documentation
- Scheduling, preparing and collating information relating to both Performance Management and probation
- Identifying staff who have reached triggers relating to absence and scheduling, preparing and collating information relating to subsequent meetings

Key examination objectives:

Carry out the role of central exams administrator, specifically:
- Liaising with the in-school exams officer to obtain exam entry information for submission to the exam boards
- Printing candidate entry information for both pupils and teaching staff
- Ensuring the SENDCO has submitted all relevant Access Arrangements information in time for the deadline each year
- Administering entry changes, coursework materials, moderation results and other information required by exam board
- Creating examination timetables for the in-school exams officer, including rooming and invigilator requirements

- Creating seating plans for upcoming exams
- Arranging training requirements for schools in the Trust such as invigilator training for all support staff
- Liaising with the facilities team to ensure exam facilities are booked and set up in line with JCQ regulations
- Implementing and reviewing examination policies and processes, to ensure the in-school exams officer is prepared for exam inspections and all school's are fully compliant
- Downloading examination results to provide to Heads and in-school exams officer for further analysis
- Administration of re-marks and re-sits

Key IT objectives:

In collaboration with the Chief Technical Officer, management of the technology maintenance processes to ensure the successful distribution of devices:
- Supporting school administration with the repair and maintenance of student devices
- Administration of new device schemes for both students and staff
- Ensuring all staff members have access to the correct tools to do their job, including the procurement or repurposing of devices for new starters
- Arranging for the return of devices from staff leavers to ensure they are available to repurpose when needed
- Monitoring and management of JAMF licences to ensure all devices are accounted for and managed centrally
- Managing annual subscriptions across the Trust, ensuring reviews take place ahead of renewals in case of cancellations

Key facilities objectives:

- Administration of external routine inspections/testing across the Trust, including planning in work, getting quotes, chasing reports, reviewing of reports, referring remedial work, sending invites to Facilities Leads for work in the holidays
- Backstop all internal routine inspections/testing
- Utilities administration including, logging usage, investigating high/low usage, meter reading requests
- Maintaining external users and contractor logs, ensuring all relevant documentation is received
- Complete facilities administration - email queries, logging/sharing of invoices, completing orders, etc
- Cleaning administration, e.g. ordering, best value consumables research, recruitment admin, equipment arrangements, updating of documentation when needed, etc
- Ordering
- Maintenance of Fixed Asset Register
- Maintain Trust training matrix including arranging First Aid Training, backstopping other training, filing of certificates, etc
- Administration of Health & Safety Checklists
- Insurance administration including, logging claims, details with queries, updating insurance certificates

- Risk management administration - email queries, logging/sharing of invoices, completing orders, assistance with template queries, etc.

Additional Information:

- These duties are neither exclusive nor exhaustive and you may be required to undertake other duties and responsibilities, without changing the general nature of the role, in order to meet the needs of the school.
- The role is subject to Pay and Conditions and to other locally agreed conditions of employment.
- Duties must be carried out in compliance with XP Trust's Equal Opportunities and Health and Safety at Work Act (1996) requirements.

The post holder must always comply with the 📄 **XP Trust Staff Code of Conduct**