

Job Title	Base Administrator
Salary	Grade C FTE (£18,795 - £19,554) Actual Salary £6,960 -£7,099 Initial One Year Contract
Working Pattern	16 Hours a week, 39 Weeks per Year (Term Time only)
Reporting To	Estates Manager / Base Manager
DBS Check Required	Enhanced

ACE Schools MAT is a Multi Academy Trust providing a range of educational services in Plymouth, Devon and Cornwall for pupils unable to access mainstream education. The MAT consists of three schools – ACE Schools Plymouth (ASP), Courtlands Special School and ACE Tiverton. The MAT is experiencing an exciting period of change with its education provision across the South West.

The Trust has ambitious plans over the next few years to grow significantly and as a result we are seeking to recruit a Peripatetic Administrator to join the team and play a key role in managing the school administration for our satellite bases as well as being directly supporting the administration of Estates & Compliance Management on our bases.

We require an Area Administrator to cover the following bases:

ACE Devon: ACE Schools Plymouth in Pinhoe Exeter

If you have an interest in working within Estates and Education, have excellent organisation skills, and have a desire to help make a difference, then we would like to hear from you.

ACE Schools Plymouth is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced Disclosure and Barring Service (DBS) check and will be undertaken before a confirmed offer of employment is made to successful applicants.

*You will be required to undertake CPI training as part of your induction.
Essential qualification and person requirements should be met as per role profile to be considered for shortlisting.*

To apply for this vacancy please complete an application form and send to recruitment@aceschools.net by the closing date.

For more information about this role please contact Katherine Wildman on 01752 396118 or recruitment@aceschools.net

Closing Date: 12th April 2020
Shortlisting date: Tuesday 14th April 2020
Interview date: Monday 20th April 2020
Start Date: ASAP pending pre-employment checks

Job Purpose

Working as part of a busy Estates Team, the Administrator will be responsible for undertaking a range of duties, across various school bases for ACE Schools Plymouth.

General Duties

- School Administration – Supporting the efficient running of the school base by providing administrative support for the Teacher in Charge including, review day letters, filing, shredding and data entry, petty cash administration, collecting student uniform monies, answering routine telephone calls and face to face enquiries, being the first point of contact for visitors and deliveries, helping the base staff with general HR queries.
- Estates Compliance Support– managing the administration of health and safety and building matters to include reporting repairs, arranging for routine compliance checks to be completed, programming new ID cards, point of contact for caretaker and contractors, management of online compliance logs, first aid stock, Compliance posters on site

Desired Skills

The ideal candidate will be an experienced administrator who wants to undertake a key role within a fast moving environment and who understands the needs of our pupils. We are looking for an ambitious and motivated person who will join our team and make the role their own and have a positive impact on the administration of schools in the Trust.

Candidates should have experience of working within a busy school environment and the skills, knowledge and experience of dealing with a range of challenges relating to administration, estates, health and safety and compliance. The individual should be confident in working on their own initiative, setting priorities and managing a complex, diverse and busy workload.

The person should have excellent customer service skills and attention to detail as the peripatetic administrator will be the main contact point between the bases and Estates. They will need to be able to manage their time effectively and manage staff, contractors and issues remotely at times.

Skills & attributes

- Own vehicle and clean driving licence (preferable although not essential)
- Well organised, has ability to manage, multi-task and prioritise a changing and demanding workload.
- Ability to follow process and procedures.
- Accuracy and attention to detail.
- Strong communication and interpersonal skills with staff at all levels across the organisation and the ability to influence colleagues.
- Ability to work under own initiative but to also be able to work as part of a committed and hardworking team
- Excellent customer service skills and solution focused approach to work.
- Enthusiastic, positive attitude with a willingness to learn and develop.
- Be ambitious and motivated to work in a growing MAT and fast changing environment.

Qualifications

- Minimum of 5 GCSEs Grade A* - C or equivalent including English and Maths.

Experience & Knowledge

- Excellent customer service focus
- Good attention to detail and accuracy
- Well organised, with ability to work to deadlines
- Ability to work well in a team and to work on own initiative
- Cooperative and willing to assist others.
- Strong understanding and respect for confidentiality
- Ability to use computer applications, e-mail, and telephone
- Proven experience of working within a busy administration function with a complex and diverse workload and tight deadlines.
- Experience of managing own diary, setting priorities and organising workloads.
- Experience of health & safety, compliance or premises administration
- Experience of IT systems and Microsoft Office software (Excel, Outlook and Word).

Academy Standards

- In it is your personal responsibility for data protection, client confidentiality and information governance.
- Act at all times in accordance with appropriate legislation and regulations, codes of practice.
- Work within the requirements of the Trusts Health and Safety policy, performance standards, safe systems of work and procedures.
- Undertake all duties with due regard to the corporate equalities policy and relevant legislation.