

JOB DESCRIPTION

ACADEMY ADMINISTRATOR:

HOURS: 37 Hours per week, 39 weeks per year

CORE HOURS: 8.00am to 4.00pm
30 minute lunch break

SALARY:

LINE MANAGER Administration Manager

The main purpose of the job, working as part of a team, is the provision of a comprehensive clerical and administrative support service for staff and students. This role focuses primarily on ensuring that day to day administration is effective working closely with the Administration Manager.

The postholder will act as the key support to ensuring that day to day administration is managed in a time efficient way and the role requires flexibility to support changing needs throughout the year.

Key Roles:

- To undertake a full range of clerical duties as directed by the Administration Manager eg typing, filing, SIMs data entry
- To support the Admin team in the typing/collating/distributing of whole Academy letters as and when required
- Provide administrative assistance for the ITT and NQT process and support the Assistant Principal who leads in this area
- Support SLT organised events such as end/start of term events, leading on these as required
- To manage stock control of the central stationary supply working with the finance lead for this. as needed
- Work with the member of SLT responsible for producing and distributing progress reports and tutor reports to ensure reports are available to the agreed timetable
- Administer the KS4 option process working with the Assistant Principal responsible
- Administer the Student Planner process working with the Assistant Principal responsible for their production
- Take minutes of the weekly Middle Leader meetings and distribute promptly
- Take notes at staff briefing and distribute to all staff daily
- Co-ordinate student immunisations and Awards Evenings

Other duties:

FIRST AID

- To act as an Academy first aider and provide Emergency First Aid as and when required, including on a rota basis
- To attend First Aid training and keep first aid qualifications up to date
- To administer first aid to students and staff
- To accurately record all accidents and first aid incidents on the appropriate Academy paperwork

ADMIN

- Provide communication to parents and carers using In Touch (or similar software) as and

when required

- To provide support with the primary partnership programme
- To support the primary transition process as needed
- To be available to cover reception, the library, exam invigilation and student services as and when required including on a rota basis
- To issue student timetables as required
- Provide administrative support as required for Open Evenings
- Field calls, dealing with callers sympathetically and efficiently, redirecting calls where appropriate
- To take responsibility for populating, updating, publishing and amending the Academy Calendar on Google Calendar (or subsequent platforms) under the direction of the Assistant Principal with responsibility for Calendar production, and liaising with the Network Manager to ensure he keeps the website Calendar up to date
- Meet and greet visitors to the Academy, accompanying them to meeting venues
- Organise catering and hospitality for meetings as and when needed and ensure Academy guests are provided with refreshments
- The postholder may occasionally be required to drive an Academy minibuss
- Assist other members of the team on Tutor Evenings and Open Evening as required
- The postholder must be prepared to work flexibly to meet the needs of the Academy. This will involve occasional evening and weekend work.

DEPARTMENTAL SUPPORT

- Provide administrative support for Reception, LRC and at busy periods as requested and will be directed through the Administration Manager
- Receive general enquiries via In Touch (or similar software) from parents, research and reply as appropriate within guideline timescales
- To act as a back up to support the reprographics function, keeping up to date with processes and procedures in the department and covering essential daily printing for any periods of absence of the Reprographics Manager and Assistant.
- To support the site manager with administration of the Academy minibuss service, to include finance procedures involved with this process.

COVER FOR OTHER POSTS

- Specific responsibility for deputising for the Academy Receptionist.

RESPONSIBILITY LEVELThis role is responsible to the Administration Manager

- This JD does not represent a comprehensive list of duties and the postholder will be expected to work flexibly to support all areas of Academy administration as need
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