

SUMMARY OF MAIN DUTIES

JOB TITLE: Administrator

Salary Range: Level 2 SCP 14

Responsible to: Administration Services Manager

Purpose

To provide an efficient and effective support to the administration department as directed, continually improving the service provided for Academy students, parents/carers and staff.

Duties and Responsibilities

ORGANISATION

- Ensure timely and accurate preparation and use of resources/materials
- Contribute to planning, development and organisation of systems/procedures/policies
- Deal with routine student issues and provide guidance and information to students
- Undertake reception duties including, providing a warm, professional welcome to all visitors to the Academy. Answering the telephone (transferring calls, taking and delivering caller messages) and dealing with face to face enquiries.
- To be familiar with, and ensure that visitors follow the Academy visitor procedure by signing in and out, issuing passes, alerting staff of the arrival of a visitor, monitoring the collection of the visitor and keeping visitors updated of any delays.

ADMINISTRATION

- Provide general clerical/administration support including, but not limited to, filing, faxing, completing standard forms, responding to routine correspondence, sorting and distributing internal / external mail and emails
- Maintain manual and computerised records/management information systems (SIMS)
- Undertake typing, word-processing and other IT-based tasks
- Undertake routine administrative duties
- Produce lists/information/data as required e.g. student data
- Work as support to teachers as appropriate
- Provide general support within the reprographics department including but not limited to, photocopying, binding, laminating, distribution of materials.

RESOURCES

- Operate relevant equipment/ICT packages/information systems (e.g. MS Office, internet, intranet, SIMS, E-mail)
- Maintain stock and supplies, cataloguing and distributing as required
- Provide general advice and guidance to staff, students and others
- To undertake training as and when required.
- To contribute to the overall ethos of the Academy.
- To maintain a flexible attitude towards working hours and duties.
- To perform any other reasonable task as requested by the Administration Services Manager or any other senior member of staff.

Date of Next Review: