

JOB DESCRIPTION

ACADEMIC ADMINISTRATOR	
Reporting to (RHS line manager)	Deputy Head (Academic) [DH(A)]
Hours per week / weeks per year	37 hours per week / 35 weeks per year - term time plus
Employment status	Permanent, term time plus
Purpose and objectives of role	Provide key academic administrative support for the school in areas including the aspects of staff cover, exams administration, careers education and pupil data as well as providing secretarial, clerical and administrative support to the DH(A), Head of Careers and Heads of Year.
Key areas of responsibility, tasks and duties	<p>Promote and safeguard the welfare of the children and young people with whom you come into contact</p> <p><u>Administrative</u></p> <p><u>Staff Cover</u></p> <ul style="list-style-type: none"> Record teaching staff absence; Organise teaching staff cover and room changes using the school's management system in liaison with DH(A). <p><u>Exam Invigilation and Organisation</u></p> <ul style="list-style-type: none"> Arrange invigilation for the public examinations as required, including arrangements for pupils with exam clashes; Arrange invigilation for all other examinations – internal, university entrance examinations and school entrance examinations; Organise all aspects of internal school exams, including mocks for years 11 and 13, using the "Internal Exams" module of the school management system; Assist the Examinations Officer with the organisation and administration of public exams, including starting/finishing public exams when required; Assist in the administration of results enquiries following publication of exam results. Liaise with the HR Manager to recruit, train and DBS check new non-teaching invigilators when required, and to ensure DBS checks are up to date; Assist the DH(A) in the organisation of the Entrance Exams in liaison with the Admissions department. <p><u>Data</u></p> <ul style="list-style-type: none"> Work with the School's Data Manager and Pupil Data Tracker to input, extract and manipulate data from the school's management system as required; Assist the DH(A) and Pupil Data Manager with the processing and collation of data for Department Review documents. <p><u>Parents Meetings</u></p> <ul style="list-style-type: none"> Liaise with the Heads of Year and Security & Portering Supervisor to organise correspondence and room arrangements for parents' consultations.

	<p><u>Careers</u></p> <ul style="list-style-type: none"> • Assist the Head of Careers in coordinating the Careers Fair; • Maintain a record of work experience; • Liaise with the Development Office to capture and record former pupils' career profiles; • Assist with the arrangement of pupil careers interviews. <p><u>Secretarial</u></p> <ul style="list-style-type: none"> • Provide a secretarial service for the Deputy Head (Academic) and Heads of Year to include: • typing of letters to parents; • diary management for the arrangement of academic meetings. • Take notes during Academic Review meetings and distribute resulting Actions; • Collate Departmental Review documents for the DH(A). <p><u>Other</u></p> <ul style="list-style-type: none"> • Any other tasks as required by the Deputy Head (Academic).
<p>USP</p> <p>benefits</p> <p>challenges</p> <p>opportunities</p>	<p>This is a role with high degree of responsibility requiring flexibility and adaptability. The confidential and sensitive nature of a significant proportion of the work demands tact, discretion and diplomacy. The unique status of the school provides variety and interest, while changes in organisational structure and culture mean procedures need constant monitoring and revision. There is opportunity to shape procedures and contribute to organisational effectiveness and business success.</p>

Person specification:		
	Essential	Desirable
Education and qualifications	<ul style="list-style-type: none"> GCSE A-C, O-level (or equivalent) level of written and spoken English. 	<ul style="list-style-type: none"> Recognised qualification in secretarial or office procedures (e.g. RSA)
Specialist knowledge and skills	<ul style="list-style-type: none"> Intermediate level of skill in Microsoft Word, Excel and Outlook. Fast, accurate typing. Able to produce written drafts in clear, grammatical English Able to proof-read/edit work of others to ensure communications do not contain spelling or punctuation errors. 	<ul style="list-style-type: none"> PowerPoint. Qualification in use of Microsoft products (e.g. ECDL).
Interpersonal and communication skills	<ul style="list-style-type: none"> Ability to talk clearly and confidently on the telephone, and face-to-face, with a wide range of people. Ability to develop and maintain professional and effective working relations with colleagues. Tact, diplomacy and discretion. 	
Relevant experience	<ul style="list-style-type: none"> Secretarial experience. 	<ul style="list-style-type: none"> Previous experience working in a school.
Additional requirements	Must dress in and present a conservative, professional manner in keeping with the culture of the school	