



**Maritime
Academy
Trust**

Job Description

Job Title:	Academy Administrator
Grade:	Scale 3
Academy/Team:	Academy
Reporting To:	Headteacher
Direct Reports:	None

Purpose of Job:

To provide day to day administration and reception duties, acting as a first point of contact to parents and visitors to the academy. When required working within the wider central administrative team supporting Trust and academy level administrative functions.

Specific Responsibilities

- Reception duties, greeting visitors to the schools and responding to parental queries as required and receiving and recording deliveries to the office.
- General administrative duties including filing, photocopying, and preparing documents and correspondence as requested.
- Supporting various channels of parent communication, including emails, newsletters and phone calls.
- Establishing and maintaining pupil files mindful of accuracy and confidentiality.
- Liaising with relevant agencies to arrange staff cover and reporting staff absence to Headteacher and ESBM as appropriate.
- Administration associated with attendance, including maintaining records and contacting parents as required.
- Responding to requests for first aid support and recording accidents and incidents as appropriate.

- Supporting the day to day administrative functions in respect of the following:
 - School Trips
 - Pupil Milk
 - Pupil dinners (including kitchen liaison)
- Provision of administrative support as required for the Breakfast and After School Clubs.
- Supporting the administrative process for Nursery admissions and general admissions including home visits, induction meetings & parent tours.
- Providing support with recording Pupil Assessment Data and the preparation of Pupil reports.
- Recording of monies received into the office and storing in the safe.

General

- To support the administrative function at academy level.
- To undertake any other work appropriate to the level and general nature of the post's duties.
- To work in other academies as required.
- To undertake all duties with due regard to the provisions of health and safety regulations and legislation, the Trust's Equal Opportunities, Data Protection and statutory obligations in respect of safeguarding children.

Person Specification

Job Title:	Academy Administrator
Grade:	Scale 3
Academy/Team:	Academy

Method of Assessment: AF= Application Form, T = Test, P = Presentation, I = Interview

Shortlisting Criteria: Essential criteria assessed via application form should be used to shortlist.

Criteria	Method of Assessment	Essential/ Desirable
Knowledge & Experience		
Good level of general education	AF	E
Experience of providing administrative support in an office environment.	AF/I	E
Excellent IT skills, with good working knowledge of Outlook, Word and Excel.	AF/I	E
Experience of maintaining databases.	AF/I	E
Skills and Abilities		
Excellent organisational and time management skills and the ability to manage conflicting demands.	AF/I	E
Ability to work professionally with a wide range of internal and external customers providing excellent customer service.	AF/I	E

Maritime Behaviours		
<p>Adaptability The ability to work flexibly to support the objectives of the Trust as these may change and develop.</p> <p>Supportiveness & Trust Willing to support the work of the team and the wider Trust engaging and building relationships with a wide range of stakeholders.</p>	<p>AF/I</p> <p>AF/I</p>	<p>E</p> <p>E</p>
General		
<p>Commitment to the highest standards of child protection and safeguarding.</p> <p>Understanding of and commitment to the Trust's/School's equal opportunities policies and ability to put into practice in the context of this post.</p> <p>Understanding of and commitment to the Trust's obligations in respect of the General Data Protection Regulations (GDPR) 2018.</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p>	<p>E</p> <p>E</p> <p>E</p>