Job Title: Academy Administrator

Job Family: Administration and Business Management

Line Manager: School Business Manager

Hours: 37.5 hours per week, 8am – 4pm Monday – Friday
Term Time Only or 52 Weeks

Job Purpose:
To support the effective and efficient running of Academy’s administration, by providing a range of administrative and practical services that are flexible and adaptable. The Academy Administrator will aid and improve the organisation by responding to the needs of the departments and the operational day to day running of the school by being a key member of the administration team. To promote the highest standards of achievement in all aspects of service delivery related to the role within the Academy.

Responsibilities:
- To communicate effectively with people in person, on the telephone and using email to: respond to queries, provide information and services, take and record messages and to diarise/schedule meetings.
- Managing the School Calendar
- Communicating effectively with parents and professionals in person, on the telephone, and using email.
- To assist with arrangements for visits
- To provide administrative and organisational support to include: photocopying, collating, record keeping
- To input data onto systems
- To support the organisation of trips, visits and events
- To provide administration support to other areas of the school.
- Undertake relevant training to enhance personal development, using the knowledge to benefit the Academy.
- Maintain confidentiality at all times in respect of Academy-related matters and prevent disclosure of confidential or sensitive information.
- Willing to undertake First Aid Training.
- Undertake any other reasonable duties as requested by the Principal or SLT or Line Manager.

Links:
- To work with school leaders and your line manager to ensure technical needs are met
- To maintain good communications and working relationships with staff at all levels, ensuring their technical service needs are met promptly and efficiently
- To attend United Learning, Academy and team meetings, CPD and professional development as required
Other:

- To have due regard for safeguarding and promoting the welfare of students and to follow the child protection procedures adopted by United Learning and the Academy’s safeguarding policy.
- The post holder may be required to work outside of normal academy hours on occasions with due notice.
- To take part in the Academy’s staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas.
- To attend departmental meetings as necessary.
- To work as a member of a designated team and to contribute positively to effective working relationships within the Academy.

The job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to amendment from time to time after consultation with the post holder and without changing the level of responsibility of the post.