

## **Job Description** **Academic Administration Manager**

<b>Purpose:</b>	To provide professional, comprehensive and confidential academic administrative support to the Senior Leadership Team.
<b>Responsible to:</b>	Deputy Head Academic
<b>Salary:</b>	£30,000 - £33,000 dependent on experience
<b>Working hours:</b>	0800 – 1700 hours, Monday to Friday, 52 weeks per year
<b>Annual leave:</b>	Six weeks to be taken during the school holidays

### **The following qualities are essential:**

- a highly professional, methodical and expeditious approach to handling data
- a calm and personable manner
- good interpersonal skills; the ability to communicate effectively with a variety of people and to assess and diffuse confrontational situations
- discretion and proven tact and diplomacy in dealing with adults and children
- ability to work as a member of a collaborative team
- capacity to remain calm and to cope with the unexpected
- ability to prioritise work efficiently and effectively
- energy and enthusiasm
- excellent ICT skills

### **Principal Responsibilities**

To ensure the School continues to be high performing across all strands:

- to provide day to day academic support to the Senior Leadership Team
- to deal efficiently with emails, telephone calls and enquires from parents, staff, students, visitors, other schools and outside agencies
- to liaise with tact and diplomacy with school staff and others outside the school, particularly parents and the local community generally
- to anticipate events and activities which need to be brought to the attention of the Senior Leadership Team
- to deal with queries, especially in the absence of the Deputy Head Academic, deciding whether they should be referred to another member of staff i.e. Headmistress, Deputy Head Pastoral, Head of Department, Head of Department or relevant teacher
- to use discretion when providing information both within and outside the school and to ensure that confidentiality is maintained as appropriate regarding all student and staff matters
- to ensure that the Deputy Head's (Academic) diary is kept up to date and to liaise with all parties involved in meetings or visits to the school
- to add key dates and events into diaries at the beginning of the year and monitor throughout the year
- to keep the Deputy Head (Academic) on schedule and briefed for meetings with the relevant correspondence
- to take minutes of general meetings and confidential note taking as required
- to work with the Head's PA and Pastoral Administration Manager to review and update school policies
- to provide administrative support for staff meetings/INSET, working alongside the Pastoral Administration Manager and the Headmistress' PA and to upload INSET resources to the learning platform
- to coordinate academic letters on behalf of the Deputy Head Academic, send out to parents via Pipers Mail/Operoo and collate responses as required

- to upload relevant academic documents onto the School Website, Parent Portal and notify parents via Pipers Mail
- to assist the Head's PA in the collation of the department termly reports
- to work with the Deputy Head Academic and the Head's PA to assist in the preparation for inspection
- knowledge and experience of the whole school procedures, organisation and structure so that work can be prioritised and synchronised with the requirements of the Deputy Head Academic and the school

## **Academic responsibilities**

- to organise Senior Academic Team meetings, agenda and papers, attend, take and distribute minutes, chasing outstanding actions as required
- to manage the Sixth Form Scholarship application process (dates, letters, forms and distribution, applications and tracking, shortlisting letters, arrangements for department, panel and SLT interviews, final offer letters and forms)
- to maintain and share the scholars list for the whole school and to work with the Head's PA to allocate time for presentation of scholarship badges at the beginning of the year
- to manage the administrator process for UCAS applications (liaising with the Deputy Head Academic and Head of Sixth, checking applications, processing references, entering predicted grades and submitting to UCAS)
- to support the Deputy Head Academic to collate information for examinations and the timetable, ensuring completeness of submissions from all subjects
- to assist in the collation of examination analysis reports for school and external examinations
- to provide support for the academic student data tracking process
- to provide support for the timetabling process each academic year
- to support the Deputy Head Academic with the creation of the academic calendar for each academic year and to manage the academic calendar during the year
- to support work on the Year 8 and Year 11 Options process
- to work with the HR Manager to provide administration support for the PDR process
- to provide administration support and liaise with HR in relation to the induction process for new teaching staff and prepare induction paperwork
- to provide administration support for the staff CPD process
- to support the Deputy Head Academic co-ordinating the NQT/QTS/PGCE programme for new staff
- to support the Deputy Head Academic in the development of the curriculum
- to collate department Schemes of Work and department handbooks throughout the year and to support departments as required
- to support with the organisation of department work scrutiny and collate documents throughout the year
- to check that academic department meeting minutes are uploaded onto SharePoint by departments and shared with the Deputy Head Academic
- to assist the Pastoral Administration Manager in updating the academic sections of the staff handbook
- to collate Head of Department availability and contact details during external examination result weeks
- to co-ordinate support for key academic school events and attend as relevant
- to support the Deputy Head Academic in relation to whole school academic initiatives

## **Other**

- to carry out other reasonable duties which the Headmistress or Senior Leadership Team may request.
- to complete any training as required for role/responsibilities.

Staff are responsible for their own professional development and together with their line manager are encouraged to identify courses which might address any areas for future growth.

November 2021

*This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.*

## Person Specification

Qualities	Essential	Desirable	Method of Assessment
Experience	<ul style="list-style-type: none"> <li>• 5 A-C GCSE or equivalent including English and Mathematics</li> <li>• experience of working effectively within a team and leading on own initiative</li> <li>• experience of working with a diverse range of individuals</li> <li>• experience of developing and managing databases and information systems</li> <li>• experience of training users in using information systems</li> <li>• understanding and awareness of issues relating to the access and use of information and knowledge</li> <li>• sound knowledge of safeguarding and child protection</li> </ul>	<ul style="list-style-type: none"> <li>• experience of reporting</li> <li>• experience of ICT troubleshooting</li> <li>• experience overseeing a database management system</li> <li>• working within a school environment</li> </ul>	A/I
Skills	<ul style="list-style-type: none"> <li>• excellent information technology skills, particularly database related</li> <li>• excellent written and oral communication skills</li> <li>• excellent organisation skills including ability to manage multiple tasks and projects and an ability to prioritise and work to deadlines – results driven at all times</li> <li>• information searching skills</li> <li>• high level of competence in word processing, spreadsheets, office administration systems and electronic media</li> <li>• a methodical and expeditious approach to handling data</li> <li>• a calm and personable manner</li> <li>• good interpersonal skills; the ability to communicate effectively with a variety of people and to assess and diffuse confrontational situations</li> <li>• discretion and proven tact and diplomacy in dealing with adults and children</li> <li>• ability to work as a member of a collaborative team</li> <li>• capacity to remain calm and to cope with the unexpected</li> </ul>	<ul style="list-style-type: none"> <li>• experience managing a website/portal</li> <li>• training and facilitation skills</li> <li>• experience of using the internet to find relevant information</li> </ul>	A/I/T

	<ul style="list-style-type: none"> <li>• ability to prioritise work efficiently and effectively</li> <li>• energy and enthusiasm</li> </ul>		
Other attributes	<ul style="list-style-type: none"> <li>• able to work on own initiative with limited supervision</li> <li>• problem solving approach</li> </ul>	<ul style="list-style-type: none"> <li>• ability to work after hours if necessary to ensure tasks are completed</li> </ul>	I
Personal Competencies, Qualities, attitude and behaviours	<ul style="list-style-type: none"> <li>• The personal qualities, attitude and behaviours that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</li> <li>• motivation to work with children and young people</li> <li>• ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• emotional resilience in working with challenging behaviours</li> </ul>	<ul style="list-style-type: none"> <li>• The personal qualities that would assist the Applicant to perform effectively in the role</li> </ul>	A/I

A = Application Form

I = Interview

T = Task