**JOB DESCRIPTION**

**JOB TITLE:** Academy Administrator

**RESPONSIBLE:** Providing additional capacity with the academy for General duties

**SALARY:** Dependant on experience

**ACCOUNTABLE TO:** Office Manager

**Employment:** As soon as possible

**JOB PURPOSE:**

The Academy Administrator is responsible for the day-to-day administration of the school, the role covers a number of functions including: Reception; Reprographics; Admissions; Attendance; 6th Form; Data Administration; and General Office duties.

The role is key to the delivery of the school’s strategic vision of teaching and learning. Create, maintain and enhance effective working relationships with staff.

The job can be busy at key times in the school year, when some long hours may be necessary. There are good opportunities for career progression via promotion into senior academy administrative or managerial positions.

**Key Responsibilities**

This post holder will be required to lead on a number of the following functions:

* To be responsible for the typing, updating, photocopying and the distribution of reports/forms e.g. school policies, school prospectus, staff manuals etc.
* Establish and maintain effective systems and processes, to support the effective running of the Academy including administration, student files, finance, attendance and punctuality records and communicating with parents.
* Maintain manual and computerised records and management information systems. This will include the input of student data daily maintenance of student records.
* Assisting with student first aid and welfare duties, looking after sick students, liaising with parents
* Provide general clerical, administrative and financial support e.g. photocopying, filing, emailing, completion of standard forms, respond routine correspondence, letters to parents, processing orders etc.
* Ensure that all stock levels for stationery, reprographics and other items required by the Academy are maintained at appropriate levels, re-ordering when needed, to meet the Academy’s needs
* Monitor reprographic and office stationery supplies and re-order as required

**Every student ready for University, Every student a leader**

* Tasks include: data input, output and integrity within SIMS including attendance; assessment and reporting; census returns; admissions/leavers; exclusions; timetabling; student details; staff details; supporting the exams office in importing and reporting on examination data; and collection of student attainment and assessment records.
* Oversee the complete admissions process
* Assist in the preparation of accurate paperwork for all admissions and related appeals
* Support in the Organisation and ensure the smooth running of all admissions events in liaison with other schools as appropriate
* Assist with the administration in connection with exclusions, special educational needs and behaviour
* Keep abreast of all developments and changes in fields relevant to role and communicate to the Senior Leadership Team and colleagues as required
* Provide support and information to enhance student experience
* Act as a first contact for students, signposting enquirers to appropriate support
* Administer the Academy’s work experience programme, and contribute to related events/activities
* Continually develop excellent working relationships with internal agencies, external agencies and all stakeholders in order to deliver effective student support services

**Other duties:**

* To cover for the Reception Desk on a rota with other members of the Academy’s Administration team
* Welcome visitors, ensuring signing in procedures are followed, receiving and prioritising incoming telephone calls, dealing with them appropriately including accurately recording messages as required
* Sort incoming post and deliver or place in appropriate post trays
* Ensure all out going post is franked and ready for collection each day in readiness for collection
* To liaise with the Senior Site Officer on all aspects of site maintenance including lettings, maintenance work and building projects
* To undertake the overall responsibility for ensuring the updating and accuracy of data on the SIMS network. To compile reports, returns and statistics for the Principal, HR Manager, E-ACT, LEA and DfES as and when required
* Maintain at all times the utmost confidentiality with regard to all financial reports, records, and personal data relating to staff, students and other information of a sensitive or confidential nature.
* Provide cover for the other Academy Administrators during periods of absence
* Carry out any other responsibilities compatible with the role and grade
* A strong Belief in the development of the Academy culture and ethos, outstanding behaviour and attitudes to learning in the classroom and wider school community in line with the policies and approaches for the whole academy
* Willingness to work in a team environment
* Undertake other various responsibilities as directed by your line manager

**Generic Support Staff Responsibilities:**

Be committed to working as part of a cohesive, supportive and forward-thinking team of colleagues with a shared vision designed to:

* Raise student attainment so that all students progress to further and higher education and quality employment
* Place the Academy and its facilities and resources at the heart of the communities it serves
* Model the highest professional and personal standards to staff and students in all aspects of the role, leading by example and upholding the ethos of the Academy
* All post holders are accountable through the Academy Performance Management Policy
* The Governors and Principals are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruitment procedures are effectively in place
* Ensure that all statutory requirements are met relevant to the role
* Lead, motivate, support, challenge and develop all staff, contributing to providing effective induction, continued professional development and performance management
* Create, maintain and enhance effective working relationships with staff
* Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear lines of accountability exist in the delegation of tasks and responsibilities
* Manage the effective deployment and performance of all staff by supporting and ensuring their professional development
* Acknowledge the responsibilities and celebrate the achievements of individuals and teams
* Treat people fairly, equitably, with dignity and respect to create and maintain a positive culture and ethos
* Regularly review own practice and performance, set personal targets and take responsibility for own professional growth
* Manage own workload and that of others to allow for an appropriate work/life balance

The fluid nature of the development of the Academy will mean that changes are inevitable.

The duties will be reviewed annually as part of the Performance Management Review.**Person Specification**

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| --- | --- | --- |
|  | Essential | Desirable |
| **Education, Training and Qualifications**   * Relevant experience in office administration and IT applications * Right to work in UK |  | X  X |
| **Experience, Knowledge, Skills/Competencies**   * Experience of running effective administrative, clerical and financial systems within a school context * Experience of an administrative role within school administration and management * Experience in working with younger children * Good Literacy and numeracy skills (minimum “B” grade in English and Maths GCSE) * Excellent Organisational skills * Ability to speak another language other than English * Highly competent computer skills, in particular using Word, Excel, Internet and E-mail * Able to follow instructions * Willingness and ability to learn and operate new IT systems and Databases * Ability to deal with minor incidents, first aid and the personal health and hygiene of the students | X  X  X  X  X  X  X  X | X  X |
| **Personal Attributes**   * Resilience, the ability to work under pressure and be able to meet deadline * Ability to think strategically, creatively and to prioritise * Excellent communication skills (including written, oral and presentation skills) * Approachable and helpful with a positive, calm and caring nature * Good sense of humour * Excellent Interpersonal Skills * Understands the importance of confidentiality and discretion | X  X  X  X  X  X  X |  |