



Post Title	Administrator
Reporting to	Staff Welfare, Admin & Cover Manager
Location	Grace Academy, Wigston Road, Coventry, CV1 2RH
Salary	Band G (£19,945 - £22,021)
Job Purpose	<ul style="list-style-type: none"> • To support the Academy Leadership Team and staff with administrative tasks
Main Duties	<ul style="list-style-type: none"> • Provide secretarial and administrative support to the Academy Leadership Team. • Provide project management and research support. • Assist in the development, implementation and maintenance of systems, policies and procedures. • Provide an effective interface across the Academy and other organisations. • To minute meetings as required. • To work alongside the Administration Manager when required, • Experience in Microsoft Office. • Experience in SIMS • Perform reception duties in an efficient, professional and courteous manner. <p><u>Safeguarding</u> Support Child Protection Officer with the Single Central Record to ensure accurate data inputting of staff records on SIMs.</p> <p><u>Attendance</u> Supporting with promoting positive attendance throughout the Academy, along with maintaining accurate records</p> <p><u>Admissions & Transfers</u> Supporting with all matters relating to admissions and transfers into the Academy</p> <p><u>Educational Trips & Visits</u> Supporting with coordinating and administering the process of required arrangements.</p>
Specific Duties	<ul style="list-style-type: none"> • To provide support for the Academy Leadership Team, which includes word processing, administrative duties, photocopying, telephone duties and the provision of hospitality as required. • To type agendas, minutes and logs for all internal meetings.

	<ul style="list-style-type: none"> • To provide support in Reception as a key member of the team. • To monitor all correspondence (incoming and outgoing) ensuring that the Academy Leadership Team is made aware of significant items. • To prepare replies on behalf of the Academy Leadership Team to certain items of correspondence. • To organise meeting rooms and refreshments as necessary for the Academy Leadership Team. • To ensure that all documents, reports and other items of information are made available to the Academy Leadership Team when required. • To maintain good relations with students, staff parents and others in sensitive situations. • To liaise with a range of external agencies to facilitate the smooth running of the Academy. • To provide additional support for staff within the Academy Leadership Team and others as required. • To carry out any other reasonable duties as directed by the Principal and Academy Leadership Team
Qualifications and Key Skills	<p>Advanced Excel Advanced Word Experience in SIMs Appropriate qualification Experience in a School Office environment essential</p>

