



Job Description

Job title: Administrator (Apprentice)
Reports to: Office Manager
Location: Langley Park Primary Academy

This is a very busy role and duties will vary day-to-day, but our successful candidate will ultimately be responsible for;

- Undertake specific areas of responsibility, as allocated by the Office Manager, including supporting senior staff.
- Present a professional, welcoming service, greeting all visitors and Langley Park Primary Academy staff
- Ensure the reception area is manned at all times and is maintained at a high professional and organised standard.
- Maintain security by issuing visitors' badges
- Answer, screen and forward incoming telephone calls answering queries where possible and redirecting appropriately
- Take delivery of incoming mail and distribute to relevant members of staff/pigeon holes in a timely manner
- Book meeting rooms
- Liaise effectively with all site staff including cleaning and catering personnel to ensure the academy offices and common areas of the school building are maintained to a high standard.
- Assist the office team with various administrative duties including photocopying, scanning, shredding and filing, and distribution of correspondence and marketing mailshots.
- Monitor office supplies and place orders where necessary.
- Undertake various administrative duties including photocopying, scanning, shredding and filing, as directed by the Office Manager.
- Support Office Manager as press liaison officer with ensuring the Academy receives a high profile within the local community.
- Ensure that there is adequate stock of Trust and academy information in reception including newsletters and prospectuses.
- Carry out any other duties commensurate with the grade and general responsibilities of the post.
- Comply with Health and Safety Regulations.

KEY REQUIREMENTS

- Excellent organisational and planning skills with outstanding attention to detail
- Demonstrate a high level of initiative
- Computer literacy in usual office applications
- Ability to work on own initiative
- Committed and enthusiastic
- Excellent attendance and time-keeping record

The key tasks outlined above are generic to the role of Administrator. In addition, you will be expected to undertake the specific tasks as outlined by your Line Manager.

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as directed.