

Job Description	
Role	SDL Administrator
Contract	Full time, term time only
Reporting to	Student Enrichment Leader
Salary	UCL Academy Scale 4, Spine Point 7 £24,279 pro rata to term time only (£21,092.74)

Job Purpose:

- To support all aspects of the Student Enrichment Leader's work, including administrative / secretarial support, communications, general administrative support functions and management of specific projects.
- To provide a professional, proactive, customer focussed administration service to all the stakeholders, enabling services to meet the ultimate obligations.

Main responsibilities:

- To develop and monitor student on attendance during the Self Directed Learning (SDLs) programme
- To ensure all admin is up to date for the Self Directed Learning (SDLs) programme
- To meet with key stake holders, students and parents/carers to identify individual problems and find possible solutions
- To use IT systems to produce reports, to meet deadlines and record information including statistical data, providing reports to Leadership and other professionals.
- To ensure adequate provision for the SDL programme throughout the academic year.
- To engage with external organisation to Ensure a wide range of activities are available to students.
- To effectively communicate the SDL options to students and parents in a timely manner.
- To collect responses and ensure students are assigned their choices fairly and consistently and these are communicated to students and their parents in advance.
- To build and maintain positive working relationships with students and their parents
- Undertaking any other duties for the school of an administrative nature or within the scope of the post as determined by the office manager
- To support with Student enrichment events throughout the year, in taking a lead during STEAM and Festival Week at the school
- To meet regularly with the students undertaking DofE in order to encourage the completion of the Award requirements.
- To ensure that DofE Award records, including eDofE, are kept up-to-date and to take whatever action is necessary to sustain and improve performance by students.
- To attend and support DofE Coordinator in events in and out of hours including:
 - Expedition training sessions
 - Practice expeditions
 - Qualifying expeditions
- Able to participate in appropriate meetings at unsocial hours with time off in lieu

General - The post holder will be required to:

- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with all stakeholders.
- Adhere to the Academy's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible
- Be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act (1974) and relevant EC directives.
- Work in accordance with the Data Protection Act.
- Uphold the Academy's policy in respect of safeguarding and child protection matters.

- Provide a healthy and comfortable working environment, smoking is strictly prohibited.
- This Job Description is not necessarily a comprehensive definition of the post and duties may be varied to meet the changing demands of the Academy. Management reserves the right following consultation to make changes to the job description.
- All permanent staff (who have successfully completed a probationary period) are required to participate in the performance management process and engage in continuous professional development to ensure that professional skills and knowledge are up to date.
- The job purposes and key statements remain indicative and by no means exclusive – given the evolving needs of the Academy, flexibility among staff is very important.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from finance director to undertake work of a similar level that is not specified in this job description.

Signed _____

Date _____

Job Specification- General Administrator

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good standard of general education including • Minimum 5 GCSEs at grade B and above, including English and Maths or ability to demonstrate literacy and numerical competency through proven experience • 	<ul style="list-style-type: none"> • Attainment of 'A' level qualification (or equivalent). • Educated to Degree Level or equivalent
Experience	<ul style="list-style-type: none"> • Experience of working in a busy environment • Experience of working effectively as part of a team • Experience of proof reading/checking data for accuracy • Experience of setting up databases and spreadsheets. • Experience of working to deadlines and prioritising workloads. • Experience of minute taking 	<ul style="list-style-type: none"> • Previous experience of working in an administrative role within an academy/school
Knowledge / Skills	<ul style="list-style-type: none"> • Highly competent in use of IT applications and software including MS Word, Excel and PowerPoint. • Excellent communication skills both orally and in writing and good presentation skills. Able to communicate clearly and effectively with all stakeholders • Excellent organisational and time management skills. • Ability to produce work to meet tight deadlines with minimal supervision. • Ability to deal with a large volume of enquiries from the stakeholders. • Excellent attention to detail, accuracy and good numerical skills. 	<ul style="list-style-type: none"> • Working knowledge of and SIMS • First Aid qualified • Typing speeds (in excess of 50 WPM)
Personal Qualities	<ul style="list-style-type: none"> • A positive, professional and can do attitude. • Proactive approach. • Flexible, particularly in relation to the hours worked during peak times and month ends. • Ability to remain calm in challenging and pressured situations. • Exercise a high degree of integrity and confidentiality. Can demonstrate fairness, honesty in his/her existing practice and conduct as a professional. • Polite, friendly and welcoming • The ability to work as part of a developing team and use own initiative and make a positive contribution to the team's effectiveness. • Commitment to support the school ethos. • Passion, resilience and optimism to lead through day-to-day challenges while maintaining a clear strategic vision and direction. • Commitment to the safeguarding and welfare of all pupils • Enhanced DBS Disclosure. 	<ul style="list-style-type: none"> • A willingness to pursue professional and personal development

Signed _____

Date _____