



The Carlton  
Academy

### **Job Description**

|                        |                                                                                                                                                                                                                                                                            |
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| <b>Job Title:</b>      | Administrator                                                                                                                                                                                                                                                              |
| <b>Location:</b>       | The Carlton Academy                                                                                                                                                                                                                                                        |
| <b>Salary:</b>         | The Redhill Academy Trust Pay Scale<br>Band 6, Scale point 26-30<br>£16,006 to £17,668 (fte)                                                                                                                                                                               |
| <b>Hours of work:</b>  | 37 hours per week, Term Time Only + 2 weeks                                                                                                                                                                                                                                |
| <b>Responsible to:</b> | PA to Headteacher<br>Operations Manager                                                                                                                                                                                                                                    |
| <b>Post Objective:</b> | The postholder, under the direct supervision of the PA, will provide routine general clerical and administrative support to the Academy.<br>The postholder will be required to use the Academy Trust's standard computer hardware and software packages where appropriate. |

### **Specific responsibilities include:**

- Providing administrative support to teaching staff within the Academy, including typing, reproduction and filing of reports, letters and other correspondence.
- Providing administrative support to the Office Manager and Data & Exams Manager as required.
- Undertaking receptionist/switchboard duties as necessary on both Main Reception and Student Reception (e.g. lunchtimes, absence cover and busy periods).
- Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.
- Provide administrative support to the Pastoral team specifically in relation to student exclusions.
- Provide administrative support to the Data & Exams Manager as directed,

### **Additional Responsibilities:**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Academy.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as appropriate.
- Participate in training and other learning activities and performance development as required.
- Provide first aid support as required (training will be provided).

#### General

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- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Academy.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as appropriate.
- Participate in training and other learning activities and performance development as required.

I, ....., accept this job description, which is subject to annual review, as an accurate description of the post stated.

Signed (Post Holder): ..... Date: .....

Signed (Senior Manager): ..... Date: .....