



Job Description

Job title: Administrator
Reports to: Office Manager
Location: The Leigh Academy

Job purpose

- To provide full and administrative service within the academy and provide assistance to students where appropriate.

General responsibilities

- Undertake a diverse range of administrative duties within the academy, to ensure well-presented and accurate correspondence, reports and other documentation as directed by the Senior Leadership Team and Office Manager.
- To answer internal and external calls for the academy and overflow calls for the Colleges. To deal effectively and professionally with callers at all levels. Process messages to staff and students via voicemail, written communication, email, or if necessary to personally deliver urgent messages to staff/students.
- Responsible for dealing with unwell students, to include:
 - Phone calls to parents/carers
 - Dealing with any student on medication, checking appropriate paperwork
 - Escorting student to main office if being sent home
 - Reporting any pastoral issues to the key members of staff
- Will be required on occasions to take minutes for College/Academy meetings
- Take Briefing Notes in times of absence of the main role holder
- Will be required on occasions to act as support on school trips agreed via the Office Manager
- General Filing, copying, scanning and shredding as required
- Provide relief cover on reception

In addition, you will be expected to undertake specific duties relating to position of Administrator;

- To provide an administrative service for Directors of Learning
- Typing of letters to parents
- General department typing
- Telephone liaison
- Taking of minutes for parental meetings
- Preparation of orders and check deliveries
- Project work as directed by the Office Manager
- Helping with ParentPay queries from parents/carers
- Minibus bookings
- Meeting Room/Boardroom bookings
- Helping out as Front of House at Open Evenings during the course of the academic year
- Production of Progress Cards for all years
- Covering Reprographics in times of sickness/absence
- Cover administration for Exclusions in absence of the main role holder

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/business unit at the reasonable discretion of the Principal/Director. 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 set out in the foregoing.