

Academy Administrator

Job Description



Moving Onwards & Upwards

Job title:	Academy Administrator
Salary scale:	G5 point 17
Hours of work:	36 hours per, 5 days per week]
Weeks worked:	40 weeks per annum
Responsible to:	Office Manager
Responsible for:	n/a
Location:	Priestmead Primary School

This job description is not a contract of employment and will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the CEO, Academy Lead, Line Manager and in consultation with the postholder. In these circumstances, it will be the aim to reach an agreement on reasonable changes, but if an agreement is not possible, management reserves the right to make changes to the job description following consultation.

As a term of your employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

When referring to the Trust, this also relates to the academies within the Trust.

Main purpose of the role

- Under the guidance of senior staff, be responsible for undertaking administrative, financial and organisational processes within the academy.
- Assist with the planning and development of academy support services.
- To be responsible for promoting and safeguarding the welfare of children and young people within the academy
- **Lead on** the administration for: trips, workshops, events, admissions, assessments, music and ParentPay
- Undertake other duties as reasonable requested by the Executive Headteacher/CEO, Academy Lead or your line manager.

Duties and responsibilities

- Undertake reception duties as required, such as answering routine telephone, face to face enquiries
- Signing in visitors in a positive, welcoming manner at all times
- Ensure all emails and queries are acknowledged within 24 hours
- Checking registers bags and ensuring all correspondence is actioned in the absence of Receptionists
- Ensure deliveries are checked off in accordance with financial procedures
- As required, assist with arrangements for extended academy activities, academy trips and events, arrangements for academy admissions, recording and monitoring attendance
- As required, sort and distribute mail
- Assist with daily attendance procedures
- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, internet)
- Provide general advice and guidance to staff, children and others

- Monitor and manage stock relating to role and undertaking audits as required.
- Undertake research and obtain information to inform decisions
- To use academy systems to assist with day to day duties *i.e. parentpay, parents evening system, school ping, Invenry, Arbor, meal booking system*

Administration

- Manage manual and computerised record/information systems
- Analyse and evaluate data/information and produce reports/information/data as required
- Undertake typing and word processing and complex ICT based tasks
- Provide administrative and organisational support to other staff
- Undertake administration of complex procedures
- Ordering stock and supplies as required for the academy
 - Liaise with Year Team Leaders to coordinate all trips and visits, including residential trips, swimming, workshops and sleepovers for the academic year
 - Responsible for the administration of trips and visits including checking the academy calendar, bookings of venues, coaches/transport, drafting letters, photocopying, collating replies, volunteers list, chasing late replies and updating teachers throughout the process
 - Produce trip pack for trip leader with key information *i.e.* registers, emergency contact numbers, risk assessment etc.
 - Lead on all trip communications *e.g.* website, emails and messages

ParentPay

- Responsible for payment items on ParentPay *e.g.* Trips, residential, events,
- Dealing with parent/carer queries in relation to ParentPay
- Responsible for ParentPay housekeeping *e.g.* End of year procedures, registration letters for new children and staff
- Dealing with parent /carer queries in relation to lunch bookings and follow up with finance on any lunch debts
- Responsible for signing up to and maintaining the Milk and Fruit Scheme

Admissions & Assessment at Priestmead Primary

- Responsible for preparation of all new starter welcome packs and support teachers in preparing information for stay and play sessions
- Manage Year 6 leavers ensuring all relevant files are forwarded on to new schools and CTF files sent
- Liaise with class teachers for year 6 high school applications and transition forms
- Support the production of end of term academy reports including printing, reports and ordering supplies

Music

- Responsible for the day-to-day administration of music lessons including time timetables
- Liaising with the Music Provider staff and music teachers, academy staff, children and parents/carers relating to music lessons and events
- Assist Music Provider staff with organising events *e.g.* administration of auditions, parent/carer letters
- Working alongside Office & Communications Manager to ensure the music SLA is completed and submitted.

Professional development

- Undertake continued professional development and training activities offered to further knowledge and skills, including the pursuit of professionally recognised qualifications.

- Proactively participating in regular performance management, led by your line manager, in accordance with the Appraisal Policy.
- To proactively completed statutory face to face and online training assigned to you by the deadline.

Responsibilities to the Trust and Priestmead Primary School

- Contribute to the development, implementation, and have a professional regard for The Trust's, **Children First** vision, ethos and overall success of the Trust and its academies.
- Be aware of and promote the safety and well-being of children in accordance with the Trust's Child Protection & Safeguarding Policy, Behaviour Policy, confidentiality and data protection, reporting all concerns in line with procedures.
- Be aware of, comply with, and apply the Trust's policies and procedures in relation to Adult Code of Conduct, Whistleblowing, Health and Safety, GDPR Data Protection, Equality and ICT.
- Be aware of, comply with, and apply professionally the ethos and all policies, procedures and best practices of the Trust, and those that form part of your role.
- Maintain the highest standards in attendance and punctuality, being professional in this regard and setting standards for the Trust.
- Collaborate, work effectively and share great practices with colleagues, governance, wider community and other relevant professionals within and beyond the Trust.
- Collaborate, work effectively and communicate with pupils, parents and carers in accordance with the Trust policies and procedures and your role.
- To appreciate and support the roles of others within the Trust and to treat others with dignity, value, respect whilst observing proper boundaries appropriate to a member of staff's professional position.
- Develop and maintain strong and professional working relationships and communication; be committed to teamwork with colleagues and team members; knowing how and when to draw on advice and support.
- To positively take part in Trust and academy events to support the children, parents, carers and wider community where necessary to display a community culture.

I confirm that I have read the job description and understand the requirements, essential functions and duties of the position.

Employee:

Date: Click or tap to enter a date.

Manager:

Date: Click or tap to enter a date.

Academy Administrator

Person Specification



[Those * are deemed essential in most roles within the Trust]

Please note, applicants are expected to demonstrate how they meet each element of the Person Specification in their application these points will be explored at interview. Please include a personal statement no longer than 2 pieces of A4 paper.

Education & Training	Essential	Desirable
GCSE grades 4-9 (C-A), including Maths and English (or equivalent)	*	
Experience	Essential	Desirable
At least 2 years experience of general clerical/administration work	*	
Experience of any Management Information Systems - <i>desirable SIMS, Arbor or similar</i>	*	
Producing a range of reports and statistical information that are focused and deliver relevant information	*	
Working within a school office / education sector		*
Knowledge & Understanding	Essential	Desirable
Safeguarding within education and the important for the protection of children		*
Importance of absolute confidentiality and where and how this applies to the role	*	
Building positive and productive relationships with a range of staff and other stakeholders, with a team spirited culture	*	
Professional Skills	Essential	Desirable
Accurate spoken/written English, with the ability to converse at ease with pupils and adults	*	
Excellent IT skills using Teams, Microsoft 365 and other applications	*	
Excellent administrative and organisational skills, with meticulous attention to detail	*	
Excellent interpersonal and communication skills; effectively communicate with pupils, staff, visitors, stakeholders and the wider community	*	
Ability to multi task, be flexible and continuously prioritise workloads	*	
Skills to stay calm when working to tight deadline and under pressure, using own initiative to achieve objectives or change deadlines	*	
Skills to stay calm in difficult situations and resolve conflict within the role	*	
Team spirited with a 'no I in Team' approach	*	
Personal Qualities	Essential	Desirable
Commitment to the safeguarding and welfare of pupils and staff	*	
Respect for the ethos, vision, policies and procedures within the Trust and academy	*	
To have a positive professional, collaborative, polite and friendly work ethic and with people	*	
Demonstrates a commitment to professional development to improve own knowledge, skills, undertake training and learning from others to improve their own practice and sharing their skills with others	*	
Exhibit high moral standards in dealing with sensitive and confidential issues		*