THE BISHOP OF WINCHESTER ACADEMY JOB DESCRIPTION- SUPPORT STAFF	
Section One General information	
Post Title	Office Administrator
Post Holder:	
General Duties:	All academy post-holders are expected to support the sponsors' vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope. **Administration** To undertake and coordinate academy administrative tasks and provide a comprehensive support service to the academy. To act as an effective and efficient support to the staff within the academy as directed by the Leadership Team. **Calendar** To have overview of the academy's calendar. **Meetings/Events** To attend meetings, reviews and other key events, as appropriate, and to note take as required ensuring that accurate records are recorded and any associated administration is undertaken and distributed. **Record Keeping** To maintain and update physical and electronic files in order to ensure that information is retrievable from files as needed. To develop, implement and monitor, where required, new filing and/recording mechanisms.. **Marketing/PR** To act as an internal and external ambassador for the academy. To coordinate and publish the Academy Newsletter/Website in partnership with the Line Manager. To support and present the corporate image of the Academy. **Customer Service** To act as an internal and external ambassador for the academy, promoting and ensuring all contacts are dealt with in an effective, efficient and friendly manner. To liaise with staff, teachers, management, governors, external organisations and any other parties as required on a regular basis.

	This job description is not necessarily a comprehensive definition of the combined posts. The posts will be revised at least once each year, but may be subject to modification or amendment at any time after consultation with the holder of the post. This 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. The job description is not necessarily a comprehensive definition of the post. It will be revised at least once a year, but may be subject to modification or amendment at any time after consultation with the holder of the post.
Reporting to:	Ultimately the Academy Leadership Team
Responsible for:	Providing an effective administrative support service
Liaising with:	Principal, Vice Principal, Leadership Team, PA to the Leadership Team, Director of Finance, external agencies as appropriate, staff and pupils.
Nature of Contract:	Standard Terms and Conditions of Support Staff
Salary Scale:	Salary & hours subject to negotiation & experience
Disclosure Level:	Enhanced
Review Date:	Annually as part of the Performance Management process.

Section Two Professional Duties and Responsibilities	
Ethos	All academy post-holders are expected to support the sponsor's vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope.
Specialism's	All academy post-holders are expected to contribute to the development of young people and the community through the specialism of Enterprise & Innovation and Mathematics.
Self Development	To continually seek development opportunities to improve personal performance Vice Principal is advised of training needs. Development opportunities are sought/acted upon.
Attitude	To act as a professional and positive ambassador for the academy in order to support the academy's mission and profile Positive/constructive feedback from parents/students/visitors/colleagues/ supporters will evidence supportive attitudes Level of self-motivation and encouragement of others. Will support development of the academy ethos and contribute positively towards the development of specialisms.
Policy promotion	To actively promote the academy's Equal Opportunities, Health and Safety, Data Protection policies, to ensure that the academy operates effectively, fairly, and in line with legislative requirements at all times.
Safeguarding	To adhere to and follow the academy's Safeguarding procedures in order to protect the safety of all children.
Confidentiality	To ensure confidentiality of the academy's activities is maintained in order to protect the integrity of the organisation and its people.
Flexibility	To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the organisation.

The Bishop of Winchester Academy is committed to developing the skills of its people. If you have any query about your own personal development, please speak to your line manager.

Signed: _____

Date: _____

The Academy reserve the right to amend this document as necessary, after consultation with the individual concerned, in order to reflect changes in organisational requirements and ensure that the future goals of The Bishop of Winchester Academy are successfully achieved.