



AMBITIONS

Academies Trust

JOB DESCRIPTION

NAME:

POST: Admin Lead

N.B.

All aspects of this post must reflect the Nolan Principles (attached)

RELATIONSHIPS:

The post holder is accountable to the Principal and Business Director. All staff are ultimately responsible to the Chief Executive Officer (CEO). The Postholder will work closely with all administration team members and support the team when necessary.

PURPOSE:

To provide an efficient, effective and confidential administrative service to Longspee Ensbury Park Campus and AAT, to manage all areas of responsibilities in relation to the function and duties of the post of Admin Lead as outlined in this job description.

SUPPORT TO PRINCIPAL:

- Oversight and management of Principal's diary
- Ensure Principal receives administration support
- Preparation, administration and minute taking of all meetings as directed by the Principal.
- To act as Clerk to the Academy Advisory Committee preparing agendas, reports and minutes of meetings and the implementation of decisions and keeping records of these (*unless this role is covered specifically by another postholder*).
- Any other duties commensurate with this post as directed by the Principal.

ADMINISTRATION:

- To line manage the administration team ensuring an efficient, effective and confidential service is provided to the Academy.
- To undertake general office duties including reception of visitors and ensuring compliance with safeguarding procedures, dealing with enquiries from pupils, staff, parents and visitors, answering telephone enquiries, opening and distributing post, monitoring the school email system, and providing administration support to the Academy including booking coaches for trips, all correspondence, communicating daily changes to school sporting events and after school clubs.

- To devise, develop and review administration systems within the Academy to provide more efficient and effective ways of working.
- To minute meetings as required.
- To be responsible for the monitoring and ordering of office stationery, assisting with whole school ordering – receiving stock, checking and distributing stock and dealing with queries’
- To assist with the processing of monies received from parents for school trips, meals, uniform sales, etc.
- To liaise with school photographer, school nurse and outside agencies as necessary
- To coordinate the review of Academy policies in line with the Policy Review timetable.
- To ensure Trust Policies and procedures are implemented within the Academy.

HR:

- To lead and be responsible for ensuring Trust recruitment processes and procedures are complied with. These include preparation of all documentation, interview processes, ensuring relevant recruitment checks are in place prior to staff commencing employment e.g. DBS, medical, references, right to work, etc.,
- To ensure all personnel records are maintained in line with Trust procedures, are kept up to date and comply with Data Protection principles.
- To ensure that the school census and school workforce census are completed in line with DfE deadlines.
- To ensure that the single central register is completed accurately and is up to date at all times.
- To coordinate staff training identifying and booking training courses for staff to ensure the Academy is compliant with all health & safety and safeguarding training.
- To lead on the management and administration of sickness absence within Longspee Ensbury Park Campus ensuring monthly staff absence returns to payroll, return to work meetings with staff on first day of return, trigger points are identified and actioned, entries are made on Employee First, Occupational Health referrals are made where required, undertake regular monitoring of sickness absence to identify patterns of absence and identifying issues to the Principal and Trust Business Director.

GENERAL:

- To promote and safeguard the welfare of pupils in your care or that you come into contact with in accordance with the whole school Child Protection Policy.
- To be responsible for complying with data protection legislation and expectations for confidentiality. Any issues or breaches to be reported to the Trust Business Director at the earliest opportunity.
- To ensure the Academy website is up to date and compliant.
- Responsible for developing your effectiveness in a support role by up-dating your knowledge and skills (through training) and seeking and taking account of constructive feedback on your performance.
- Identifying and agreeing personal development objectives with the Associate Principal.
- Responsible for making effective use of the development opportunities made available to you.
- Responsible for assisting in promoting the Trust within the local community.
- Responsible for promoting and actively engaging in AAT’s vision and ethos.
- Responsible and accountable for any other duties commensurate with this post as directed by the Business Director/ Principal and CEO.

ADDITIONAL INFORMATION:

Throughout the Trust it is our practice to vary the specific responsibilities in line with the needs of the Trust. This will be carried out in consultation with the postholder.

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Chief Executive Officer or nominated representative (in consultation with the postholder) to reflect the changing needs of the Trust.

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Chief Executive Officer or his/her representative.

This job needs to be considered in the context of a changing and evolving Trust and therefore the duties detailed here will need to be adjusted to meet the needs of a changing organisation.

NOTE:

This job description will be reviewed at least once a year and may be subject to modification or amendment after consultation with the post holder.

**Signed: Date:
Postholder**

**Signed: Date:
Business Director**

One copy to be retained by member of staff and one kept on file at Trust.

THIS POST IS EXEMPT FROM THE REHABILITATION OF OFFENDERS ACT 1974

AMBITIONS ACADEMIES TRUST IS COMMITTED TO PROVIDING A SAFE, SUPPORTIVE AND STIMULATING ENVIRONMENT FOR ALL ITS PUPILS FOLLOWING SAFEGUARDING CHILDREN 2004 GUIDELINES

Outstanding Achievement for All