



Academies Enterprise Trust

Job Description

Job Title: Administrator

Location: Kingswood Academy

Hours of work: Full Time

Reports to: Principal

Purpose of the Role:

- To complement the professional work of an office administrator under an agreed system of supervision.
- To provide a high standard of clerical support to the Head Teacher and Senior Leadership Team.

Responsibilities:

- Photocopying for the Senior Leadership Team
- Minute taking at meetings
- Open and respond to the schools "contact us" emails
- Sending letters and text communications to parents
- Administration of spreadsheets
- Examination administration tasks
- Liaise with external agencies and the local authority and gather/provide information as appropriate
- Scan, file and organise SEN documents
- Become First Aid trained
- General back fill in the Reception Office as required
- Establish positive relationships with students and staff
- Liaise with other staff and provide information as appropriate
- To understand and apply school policies
- Attend relevant training and take responsibility for own development
- Attend relevant school meetings as required
- Any other duties deemed appropriate to the role

Other specific duties:

- To play a full part in the life of the academy community

- To comply with the academy's Health and Safety Policy and undertake risk assessments as appropriate
- To undertake any other duty as specified by the Principal not mentioned in the above

Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Teachers' Pay and Conditions.
2. 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.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. 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.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

Academies Enterprise Trust and all of our academies are committed to ensuring 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 adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

Equality, Equity, Diversity and Inclusion

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.

Person Specification

Job Title: Administrator

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> English and Maths GCSE level "C" or above 	<ul style="list-style-type: none"> Evidence of continued and recent professional development relevant to the post First Aid trained Business/Admin qualification
Knowledge/Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> Computer literate – good knowledge of Microsoft Word, Excel and Google Workspace To be aware of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Previous office Experience 	<ul style="list-style-type: none"> Previous secretarial/PA role School Experience
Skills		<ul style="list-style-type: none"> High level of numeracy/literacy skills Use technology – computer, email, video, photocopier Ability to relate well to children and adults Ability to work constructively as part of a team Ability to work under pressure Adaptable and flexible in work approach Positively and effectively manage behaviour in line with school policy and procedure The ability to converse at ease with 	



		parents/pupils and members of the public and provide advice in accurate spoken English	
Personal Characteristics	Values	<ul style="list-style-type: none">• Ability to demonstrate, understand and apply our values<ul style="list-style-type: none">○ Be unusually brave○ Discover what's possible○ Push the limits○ Be big hearted	
		<ul style="list-style-type: none">• Successful candidate will be subject to an enhanced Disclosure and Barring Service Check• Right to work in the UK<ul style="list-style-type: none">○ Evidence of a commitment to promoting the welfare and safeguarding of children and young people	
Special Requirements		<ul style="list-style-type: none">•	<ul style="list-style-type: none">•