**JOB DESCRIPTION**

**Job Title: YEAR ADMINISTRATOR**

**Job Purpose**: to provide administrative and other support services to Year/Phase Teams

**Responsible to**: Relevant Phase Manager of Year

**Other functional** SLT, Phase Leaders, Deputy HOP’s, HODs, Pupils and parents

**Relationships**

**GENERAL**

1. Providing administrative and secretarial support to the Year Office and Phase Leaders including taking phone messages, year displays, filing, organising returns, copying work for tutor time etc.
2. Contacting parents/carers by email, letter or phone as directed by the HOY/DHOY and to make a record of all such contacts via Initiatives on SIMS.
3. Liaison with other providers (e.g. college/training providers) where pupils are educated off-site for part or all of their week to obtain attendance and progress records for the relevant HOY.
4. Preparing Year based documentation including class timetables, class photos, pupil movement packs etc.
5. Providing administrative support for the organisation of Parents’ Evenings, including attendance at the evenings themselves
6. Providing administrative support for School Journeys under the direction of the trip leader and in liaison with Finance Office, including liaison with pupils and parents, collection, chasing up and recording of fees, preparation of letters home, trip lists etc.
7. Midyear admissions induction: meet & greet, arrange SIMS photo to be taken, finger print to be taken with canteen staff. Buddy new pupil up with 2 appropriate pupils from their form as agreed with HOY and/or form tutor. These pupils to show them around school site and support them with their new school transfer.
8. Responsible for producing in conjunction with HOY, relevant Year Newsletter, including collecting and compiling the information and photos. Request information from Head of Department, save relevant email updates for sports activities sent out.
9. Generate Internal Exclusion letters and ensure they are sent home in pdf format by email and also a hard copy. Ensure that all Internal & Fixed Term Exclusion letters are uploaded onto relevant student’s linked documents on SIMS. Add Internal Exclusion on SIMS by issuing the student with a Behaviour Point - Action Taken - Internal Exclusion.
10. Liaison with school staff and parents to ensure that work is provided for pupils on Fixed Term Exclusions. (Point 3 on previous JD)
11. To monitor electronic lesson registration across the year group including chasing up missing registers and to maintain records of registers not taken to be reviewed termly by SLT.
12. To produce daily reports on Behaviour, Achievement and Lesson comments entered into Sims for review and follow up by HOY. (Point 9 on previous JD, replaces form folder reference as no longer relevant).
13. To produce reports from SIMS as requested by the HOY/DHOY including individual pupils lesson attendance, academic progress, comments etc. in liaison with the Data Manager as necessary. (Point 10 on previous JD)
14. Check the Bulletin and emails from tutors for events. Update SIMS when pupils are out of lessons with appropriate codes via edit marks and/or lesson comments for sports events and school trips etc. Including morning, afternoon and whole day events. Some departments enter marks themselves but always double check.
15. At all year events eg workshops, talks etc. paper registers to be given, even if after am or pm registration, as need to ensure all pupils are present at the venue.
16. To undertake invigilation duties as required during periods of the year when the requirement is particularly high. (Point 11 on previous JD. It also refers to undertake cover supervision this has been removed.)
17. Any other such tasks as is commensurate with the post.

**Child Protection**

To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and Education Act 2002 and working together in relation to child protection and safeguarding children and young people as this applies to the post holder’s role within the school

To also be fully aware of the principles of safeguarding as they apply to children and young people in relation to the post holder’s role.

To ensure that the post holder’s line manager is made aware and kept fully informed of any concerns which the post holder may have in relation to safeguarding and/or child protection.

**YEAR ADMINISTRATOR**

**PERSON SPECIFICATION**

1. Very good level of inter personal and communication skills, both oral and written

2. Good level of literacy and numeracy skills

3. Ability to deal with sensitive situations tactfully

4. Ability to work on own initiative but within recognised boundaries

5. Competent ICT skills with good understanding of Microsoft WORD/OUTLOOK and EXCEL. Experience of SIMs would be desirable

6. Excellent administrative and organisational skills and able to work methodically

7. Ability to work well under pressure and to manage time effectively across the year groups

8. Ability to interact well with students and maintain good working relationships and communication with all colleagues, parents and members of the public.

9. Willing to work flexibly and work as part of a team and understanding the demands of working in a large school.

*Training will be provided to equip staff with the skills as postholder will be required to act as Cover Supervisors and/or Invigilators before they are asked to undertake these tasks.*