



TUDOR GRANGE ACADEMY SOLIHULL

COLLEGE ADMINISTRATOR

Job Description

Scale 2-3 NJC Points 3-6
 FTE £20,812 - £21,968
 (Actual £19,423.20 -£20,502.06)
 Permanent
 37 hours per week
 43 weeks per year
 8.30am – 4.30pm
 (Fridays finish at 4.00pm)

Core Purpose

Our vision is to provide a world-class education which develops the potential of all students, no matter what their starting point.

The aim of the Academy is to maintain high academic outcomes by creating an environment where every child has the desire and the opportunities to reach their academic potential, whilst develop as individuals who demonstrate the Tudor Habits and Values and who are able to navigate the various challenges of life with integrity, morality and kindness.

The college administrators are key roles in the Academy. The post holders support students within their college and the college leader.

Specific Responsibilities

This list is not meant to provide a narrow definition of specific responsibilities but to serve as guidance.

- Act in accordance with and in support of the aims and policies of the Academy.

Provide support to students and their families

- Track delegated tasks where required and monitor progress, chasing any documentation or responses not received and keeping the college leader informed as appropriate.
- Maintain student filing systems at the Academy (electronic and hard copies as appropriate).
- Maintain up to date information on the MIS.
- Complete procedures, all paperwork and information relating to detentions for students in the college.
- Act as the first line of contact between the college leader and any phone calls and requests from parents.
- Communicate effectively with students and parents / carers.
- Attend to students who require first aid where necessary.
- Supervise students who attend student services.
- Liaise with the Student Achievement Support Manager and external agencies, as appropriate.
- Manage student attendance for students in the college, including maintaining and updating accurate attendance records on the MIS

Provide support to senior leaders

- To take on PA responsibilities for the linked college leader, including organising their diary for all appointments and meetings and providing the college leader with documentation for diary events.
- To provide specific administrative support for the college leader's strategic responsibilities.
- Produce, disseminate and file all agendas and minutes for meetings involving the college leader as required.

Support for Academy events

- Undertake project management of projects / events assigned by the college leader

Support other admin teams in the Academy, including providing cover for student services and main reception areas (for breaks, lunches and absences on a rota system).

Any other duties in support of the Academy as reasonably decided by the Principal.	
Line Manager	Office Manager