

## Job Description

<b>Post Title:</b>	<b>ADMINISTRATOR</b>
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<b>Responsible to:</b>	Director of Operations
<b>Liaising with:</b>	Teaching staff, non-teaching staff, SLT, students, Governors and other stakeholders.
<b>Working Time:</b>	15 hours per week, 39 weeks per year
<b>Salary/Grade</b>	NJC Point 6 £25,989 pro rata
<b>Disclosure Level:</b>	Enhanced

1.	<p><b>Job Purpose:</b> To deliver a professional and timely administrative service to the Academy. To deliver professional and timely administration of any specialist designated task.</p>
2.	<p><b>Main duties and responsibilities:</b></p> <ul style="list-style-type: none"> <li>• To carry out telephone, reception and messenger duties.</li> <li>• To provide effective administrative support.</li> <li>• To undertake filing, word processing, reprographics work and data input.</li> <li>• To open and distribute incoming mail; frank and send outgoing mail.</li> <li>• To receive incoming goods and check against orders as required.</li> <li>• To provide cover on the Academy's reception as required.</li> <li>• To provide cover for other colleagues when required</li> <li>• To order stationery and other consumables for the College</li> <li>• To provide an administration service for in-school activities, such as Academy photographs, detentions, attendance management, induction evenings, work experience, parental consultation evenings etc.</li> <li>• To provide an administration service for Academy trips etc including use of the school's Evolve system</li> <li>• To operate and administer the Bromcom MIS to parents and staff.</li> </ul>

	<ul style="list-style-type: none"> <li>• To collate, produce and circulate the Staff and Student Bulletins as required.</li> <li>• To assist in the compilation of such reports, records and assessment of data as may be required by the Academy, Governors, or DfE.</li> <li>• To assist with the compilation, maintenance and analysis of registers, as and when necessary.</li> <li>• To maintain such records as may be required, including admissions, leavers, staff and student records.</li> <li>• To maintain the Academy's calendar.</li> <li>• To produce basic student references for students using the Bromcom system</li> <li>• To liaise with parents as directed regarding issues relating to individual students.</li> <li>• To input data onto the Academy's management information systems (currently Bromcom and Go4Schools) as required.</li> <li>• To provide administration of all Academy related matters including but not limited to admissions, attendance, respect for learning sanctions and exclusions, leavers and complaints.</li> <li>• To attend and minute meetings as required.</li> </ul>
3.	<p><b>Management of People</b> None</p>
4.	<p><b>Contacts and relationships</b> The post holder will have daily contact with the Director of Operations, Headteacher, SLT, staff, students, and other stakeholders.</p>
5.	<p><b>Decisions, Creativity and Innovation</b> The postholder will work within clearly defined policies and procedures but on occasion will be required to use own judgement and discretion and draw on professional skills and knowledge. Any errors made by the postholder will have an impact on Academy administrative processes, but are likely to be easily identified and remedied.</p>
7.	<p><b>Work Environment</b></p> <p><b>a) Work Demands</b> – <i>Impact of deadlines and changing conflicting priorities.</i> Work will be subject to regular interruptions from telephones and individuals, there should be no significant disruption to the overall completion of the task.</p> <p><b>b) Physical Demands</b> – Limited. Office based.</p> <p><b>c) Working Conditions</b> – Based in a well lit and ventilated environment.</p> <p><b>d) Work Context</b> – May occasionally be subject to aggressive behaviour from students</p>

The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties from time-to-time within the general scope of the post. There will be occasions where the working day will need to be extended or evening meetings will need to be attended.

**All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.**