JOB DESCRIPTION

ACADEMY ADMINISTRATOR:

HOURS: 37.5 Hours per week, 39 weeks per year
CORE HOURS: 8.15am to 4.15pm
30 minute lunch break
SALARY: NJC Grade C points 5-7
LINE MANAGER Administration Manager

The main purpose of the job, working as part of a team, is the provision of a comprehensive clerical and administrative support service for staff and students. This role focuses primarily on ensuring that day to day administration is effective working closely with the Administration Manager.

The postholder will act as the key support to ensuring that day to day administration is managed in a time efficient way and the role requires flexibility to support changing needs throughout the year.

Key Roles:

- To undertake a full range of clerical duties as directed by the Administration Manager eg typing, filing, SIMs data entry
- To support the Admin team in the typing/collating/distributing of whole Academy letters as and when required
- Provide administrative assistance for the ITT and NQT process and support the Assistant Principal who leads in this area
- Support SLT organised events such as end/start of term events, leading on these as required
- To manage stock control of the central stationary supply working with the finance lead for this. as needed
- Work with the member of SLT responsible for producing and distributing progress reports and tutor reports to ensure reports are available to the agreed timetable
- Administer the KS4 option process working with the Assistant Principal responsible
- Administer the Student Planner process working with the Assistant Principal responsible for their production
- Take minutes of the weekly Middle Leader meetings and distribute promptly
- Take notes at staff briefing and distribute to all staff daily
- Co-ordinate student immunisations and Awards Evenings

Other duties:

FIRST AID

- To act as an Academy first aider and provide Emergency First Aid as and when required, including on a rota basis
- To attend First Aid training and keep first aid qualifications up to date
- To administer first aid to students and staff
- To accurately record all accidents and first aid incidents on the appropriate Academy paperwork

ADMIN

- Provide communication to parents and carers using In Touch (or similar software) as and when required

- To provide support with the primary partnership programme
- To support the primary transition process as needed
- To be available to cover reception, the library, exam invigilation and student services as and when required including on a rota basis
- To issue student timetables as required
- Provide administrative support as required for Open Evenings
- Field calls, dealing with callers sympathetically and efficiently, redirecting calls where appropriate
- To take responsibility for populating, updating, publishing and amending the Academy Calendar on Google Calendar (or subsequent platforms) under the direction of the Assistant Principal with responsibility for Calendar production, and liaising with the Network Manager to ensure he keeps the website Calendar up to date
- Meet and greet visitors to the Academy, accompanying them to meeting venues
- Organise catering and hospitality for meetings as and when needed and ensure Academy guests are provided with refreshments
- The postholder may occasionally be required to drive an Academy minibus
- Assist other members of the team on Tutor Evenings and Open Evening as required
- The postholder must be prepared to work flexibly to meet the needs of the Academy. This will involve occasional evening and weekend work.

LEADERSHIP SUPPORT

- To assist members of the Leadership Team in managing the work of the Academy
- Specific responsibility for supporting the Assistant Principal responsible for Pupil Premium
- Oversee SLT members diaries and make appointments as necessary
- Ensure that all relevant paperwork is given to SLT members in advance of meetings and highlight any forthcoming event etc. that they will be attending

DEPARTMENTAL SUPPORT

- Provide administrative support for departments at busy periods as requested by Middle Leaders, all work will be directed through the Administration Manager
- Receive general enquiries via In Touch (or similar software) from parents, research and reply as appropriate within guideline timescales
- To act as a back up to support the reprographics function, keeping up to date with processes and procedures in the department and covering essential daily printing for any periods of absence of the Reprographics Manager and Assistant.

COVER FOR OTHER POSTS

- Specific responsibility for deputising for the PA to the Principal
- Specific responsibility for deputising for the Academy Receptionist

RESPONSIBILITY LEVEL

- This role is responsible to the Administration Manager
- This JD does not represent a comprehensive list of duties and the postholder will be expected to work flexibly to support all areas of Academy administration as need

Plympton Academy
Inspiring Success

Person Specification: Administration Assistant

Attribute	Essential	Desirable	Method of Assessment
Coordination	° Ability to liaise with and coordinate the actions/tasks of individuals to achieve time specific deadlines		° Application ° Assessment ° Interview
Experience	° Experience of managing multiple priorities and meeting time-critical deadlines. ° Experience of working in a secondary school setting	° Knowledge of SIMS data management systems. °	° Application ° Assessment ° Interview
Practical Skills	° Ability to work constructively as part ° of a team ° Ability to be self-managing and to prioritise workloads effectively ° Ability to work under pressure ° Able to demonstrate effective listening skills ° Minute taking skills ° Attention to detail and accuracy ° Ability to note take ° Excellent keyboard skills	° Ability to develop creative solutions	° Assessment ° Interview
Communication	° Excellent communication skills, oral and written. ° Discretion – confidentiality in all aspects of this post is essential ° Excellent interpersonal skills and an ability to develop and maintain good working relationships. ° Dealing positively with a range of stakeholders as well as other agencies. °		° Application ° Assessment ° Interview
Personal Qualities	° Adaptability and a flexible attitude to roles and changing circumstances and demands ° Willingness to work out of hours where the needs of the role dictate eg attending late meetings ° Ability to foster good working relationships with parents/carers and colleagues		° Interview
Strategic Thinking	° Ability to remain up to date with any changes in policy related to the areas of Inclusion and to work through, under direction, any system changes needed as a result. ° Ability to evaluate systems and processes and recommend changes to improve efficiency and practice.		° Interview

Technology / IT Skills	° Experience of SIMs system ° Excellent working knowledge of all Google documents applications and systems including documents, sheets, and slides ° Excellent use of e mail ° Use of Microsoft Word	° Able to use Publisher ° Able to use ClassCharts	° Application ° Assessment
Education and Training	° 5 GCSEs Grade C, including Maths and English (or equivalent) ° An understanding of the learning environment in which schools operate, ° Proactive approach to own personal development and training	° An understanding of the roles and responsibilities of external student support agencies	° Application ° Interview
Equal Opportunities	° An understanding of equality and diversity issues		° Interview

TLA/JSA updated Sept 2020