



JOB DESCRIPTION

POST: Senior Administration Officer

RESPONSIBLE TO: PA to the Principal & SLT

GRADE/LEVEL: Grade 4 (wholetime)

CORE PURPOSE: To provide high level, comprehensive & confidential support to the administrative function of the Academy.

This job description will be reviewed regularly to reflect, or anticipate changes to, the job commensurate with the salary and areas of responsibility.

Working with the Director of School, the post holder will:

- Support the implementation the Academy's vision and values.
- Ensure that the Academy policies are promoted and adhered to.
- Contribute in the Academy to developing a learning culture with high expectations in a safe and secure learning environment.
- Foster effective relationships with parents/carers and students in the Academy.

SPECIFIC RESPONSIBILITIES

- To provide administrative support to the Academy.
- Ensure good customer relationships are built through providing an efficient, customer- focused service. Take ownership of telephone / e-mail enquiries ensuring a professional image is maintained at all times and accurate messages forwarded. Ensure stationery and other materials are properly acquired and managed.
- To effectively deliver all administrative services to the Academy including reception and support for Academy Events such as open evenings, parents' evenings and such like.
- To support with various projects and areas of work involving research, communications with other organisations and reports as required.
- To support the PA to the Principal & SLT with the exclusion process, ensuring all parties receive appropriate documentation within agreed timeframe.
- To effectively manage and support all Academy communications to students, parents and other stakeholders via all our communication channels i.e. website, text 2 parents service etc.
- To support in managing the website content for the Academy and associated PR mechanisms.
- To liaise with other academy staff over the content of information on the academy website and ensure that it is in line with corporate standards.
- In conjunction with the Learning Resource Centre support the production and distribution of the Academy newsletters and take responsibility for the relevant Academy briefing papers.
- To assist in the preparation of regular and ad hoc statistical reports.
- To use and input data into computerised information systems and produce reports as requested.
- Work alongside SLT and other nominated staff to organise external events, planning, papers, refreshments etc.
- To provide a range of administrative and clerical duties to support the work of the Academy and SLT.
- To perform duties in an effective and professional manner.

- To maintain and develop effective working relationships.
- To manage the uniform processes in the Academy.
- To take responsibility for all administrative processes within the Academy surrounding school transport, free school meals specific academy trips and visits.

Developing Self and Working with Others

- Take part in an annual staff performance review with line manager.
- To create and maintain good working relationships among all members of the Academy community.
- To promote appropriate personal and professional development, providing an example through their own development and practice.
- To set an example to students in work ethic, conduct, dress code, punctuality and attendance.

This job description may be reviewed in light of experience, changes and developments during the on-going appraisal and performance review process.

VARIATION IN THE ROLE

Given the dynamic nature of the role and structure of the Trust, it must be accepted that as the Trust's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are therefore not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.

EQUALITY AND DIVERSITY

The Trust is committed to equality and diversity for all members of society and will take action to discharge this responsibility, but many of the actions will rely on individual staff members to embrace responsibilities with commitment, to ensure a positive and collaborative approach to Equality and Diversity. This will require staff to support the Trust's initiatives on Equality and Diversity that will include development and training designed to enhance practices and the experiences of staff, students and visitors to the Academies, with an all- inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

Name of Post Holder:	
Signature of Post Holder:	Date:

PERSON SPECIFICATION – SENIOR ADMINISTRATION OFFICER

The successful candidate will be an experienced professional who is energetic, innovative and influential, reliable and committed; whose leadership style recognises the value of teamwork.

More specifically candidates should be able to demonstrate the following minimum requirements:

Qualifications	<ul style="list-style-type: none"> NVQ Level 4 or equivalent qualification in a relevant discipline or recent extensive and relevant experience working at a senior administrative level.
Experience	<ul style="list-style-type: none"> Experience of working in an office environment and supporting senior leaders within an organisation. ICT Systems experience. Experience of working in a school-based environment Experience of SIMS Marketing experience (desirable)
Skills and Knowledge	<ul style="list-style-type: none"> Excellent numeracy / literacy skills Effective use of specialist ICT packages Full working knowledge of relevant policies/codes of practice/legislation Ability to plan and develop systems Website/Social media Excellent verbal and written communication skills Ability to organise, lead and motivate other staff Knowledge and ability to evaluate learning needs and actively seek learning opportunities Analytical and problem-solving skills (desirable) Research skills (desirable) Knowledge of Continuous Professional Development in education sector (desirable) Knowledge of FOI/Data Protection (desirable) Ability to drive and have full clean licence/or have daily access to mobility support
Attributes and Qualities	<ul style="list-style-type: none"> Friendly and approachable manner Self-motivated Proactive Professional approach Flexible approach to working arrangements A commitment to working as part of the whole school team and supporting the vision and aims of the Academy Willingness and commitment to participate in continuous professional development opportunities