



## Lead Administrator

**Location:** Mary Astell Academy

**Grade:** N5

**Responsible to:** Trust Operations Manager

**Responsible for:** Academy Admin Assistants

**Job Purpose:** To provide a high quality, efficient and effective administration service within specified academy. To work as part of the administrative team, support the academy in attaining its aims and objectives, by providing and ensuring administrative support to the leadership team. To act as exams assistant and to administer the Evolve system.

**Location:** Designated academy. Please note that staff may be rotated to either role to gain skills and experience and to ensure that trust academies have access to this knowledge bank as and when required.

**Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

### Lead administrator:

- To respond to complex enquiries, verbally and in writing, arising from a variety of sources and decide on subsequent action including drafting responses on behalf of the Head of School, having undertaken appropriate research.
- Generate correspondence and reports of a routine nature. Completion of forms and returns required by Department of Education and other external agencies.
- Be responsible for ensuring that all general word processing – letters, forms and booklets including handbooks, induction packs, newsletters, School Development Plan, school policies etc are completed efficiently and to ensure that the information contained within them and on the school's website is kept up to date.
- Be responsible for confidential secretarial, administration and clerical duties relating to all aspects of the Head of School's work including management of diary, correspondence, records, databases for whole school events, exclusions and personnel work.
- To manage the administrative function including the admin and ICT facilities, academy reception, reprographics, records and telephones etc
- Receive and deal appropriately with all incoming electronic communications into the academy email account. Use judgement to re-direct them or manage them on behalf of the Head of School.
- Manage manual and computerised records and information systems, in order to maintain a comprehensive, up to date paper and electronic filing and information system, using standard reports, various software and respond to ad hoc queries where appropriate.
- Take and distribute minutes of Senior Leadership Team and staff meetings as required.
- Liaise with Trust HR Officer regarding staff recruitment and all employee related matters – providing timely information to ensure staff records are kept up to date.
- Organise supply bookings as needed.

- Maintain academy sickness absence records.
- Develop and maintain good practice in relation to the provision of an efficient and effective service within reception area and other administration offices.
- Line manager for administrative staff.
- Being responsible for keeping the Trust Operations Manager informed of needs and concerns relevant to the work of the administrative staff.
- Budget holder for and oversight of admin office supplies.
- Work with the Trust Operations Manager to prepare a trust administrative calendar.
- To work with the trust HR Officer to maintain an accurate Single Central Record.
- To complete statutory returns e.g. census, staff workforce census
- Be responsible for the general security in the school office
- To be day to day contact for health and safety issues and repairs and maintenance issues. To liaise with site managers and Trust Operations Manager on site issues.
- To manage the academy's minibuses with regard to servicing, repairs and maintenance etc and to work with Trust Operations Manager with regards to approved drivers for the academy and maintenance of records.
- Assist the Trust Data Manager – make entries and amendments. Access and maintain exam board information on line. Sort, check off and securely store exam materials. Abide by rules and regulations as set by the Joint Council for Qualifications. Ensure the accurate completion and timely return of statistical data as required for example DfE, Ofsted, LA.
- To assist with the publication of examination results to students and others as relevant.
- Assist staff with exam queries and specifications.
- Manage the stationery requirements of the examination function.
- Assist with the preparation of the examination timetable throughout the year as necessary.
- To administer the Evolve system for the academy for educational visits.

#### **Support for the Trust:**

- Be aware of and support students with varying needs and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the Trust.
- Establish constructive relationships and communicate with other agencies/professionals to support achievement and progress of pupils/students.
- Promote the academy/trust equal opportunities policies in all aspects of employment and service delivery.
- Assist in maintaining a health, safe and secure environment and to act in accordance with the academy's policies and procedures
- Other duties commensurate with the grade of the post as required by the PLT Chief Executive Officer or Head of School.

<b>Area</b>	<b>Essential/Desirable</b>
<b>Qualifications &amp; Training</b>	
GCSE 'O' Level or equivalent in English and Maths	E
<b>Knowledge and Experience</b>	
Experience of working in Office Manager role which involved line management of staff.	D
An understanding and knowledge of the key principles of school based administration.	D
Experience of working with Microsoft packages including word, excel and power point	E
Experience of delivering high quality customer service	E
Administrative experience gained whilst working in a multi-academy trust/schools or educational setting	D
Knowledge and experience of exams administration and management	D
Knowledge and experience of using the Evolve system for	
<b>Skills &amp; Key Criteria</b>	
Good organisational skills	E
Ability to prioritise workload effectively to meet deadlines	E
Excellent communication and inter-personal skills	E
Ability to communicate effectively with all stakeholders	E
Excellent problem solving skills	E
Well-developed IT skills, including the ability to take minutes	D
Ability to use initiative and judgement and work autonomously	E
Ability to maintain confidentiality	E
Proven tact and diplomacy skills	E
<b>Personal Attributes</b>	
A supportive and co-operative team member with a flexible approach	E
Highly motivated showing resilience and reliability	E
A positive attitude and commitment to equality	E
Ability to manage own time well to meet competing demands	E
Ability to work outside normal trust hours if the need arises	D
Ability to travel to trust academy locations as required	E
<b>Equal Opportunities</b>	
Should indicate an acceptance of, and a commitment to, the principles of the Academy's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the trust.	E
<b>Safeguarding</b>	
Commitment to the protection and safeguarding of children and young people	E
Have an up to date knowledge of relevant legislation and guidance in relation to safer working practice for those staff working with children and young people in an education setting	D