



## **ADMINISTRATOR – Whole School**

Contract Type: Permanent, with 12 months' probation

Contract Term: Term Time + 3 Weeks; 37.5 hours per week (8.00am to 4pm with an unpaid 30-minute break) = 0.91FTE

Grade/ Salary: APT&C11 (11-14) = £21,748 to £23,080 (as at 28-09-21)

Actual salary range @ FTE of 0.91 = £19,759 to £20,969 (as at 28-09-21)

Line Manager: PA to the Principal

### **Overview and purpose**

The King's Academy has a moral imperative to provide consistently excellent Christian ethos schooling to the children of the surrounding communities, and is making strong progress on a rapid pathway to this being established, with a hard-working, skilled staff.

The work of our administration team, under the oversight of the Business Manager, enables the smooth and efficient operation of the school in pursuit of our overall aim to deliver a first-class, Christian ethos education to our students and their families. The work of the team contributes to all areas of school life, including academic, pastoral, SEND, finance, human resources, reception/ front of house and Sixth Form. Our Sixth Form is an essential part of our educational provision, and plays a key role in conveying the Academy's vision and values and in ensuring our students become young men and women of character, fully equipped and ready to seize a diverse range of post-18 opportunities.

This role is immensely valuable to the smooth running of the school, providing general administrative support in a wide number of areas within the Academy. This is an interesting and varied role which will enable the postholder to make a valuable contribution to important areas of our work. The post holder will thrive in a purposeful, fast paced environment; is comfortable regularly re-prioritising their work to deliver to multiple and sometimes conflicting deadlines; prides themselves on delivering a high level of customer service; is forward looking and uses their initiative to find solutions and smarter ways of working and; works to the highest standards of personal integrity at all times. In return, we can offer you the satisfaction of knowing that your contribution will make a material difference to the lives and prospects of our students and their families, in addition to usual benefits.

## Person Specification - ADMINISTRATOR – Whole School

	CRITERIA	Essential / Desirable
<b>Skills</b>	Able to communicate effectively, professionally, confidently and accurately in person, by phone and in writing with a wide range of people – students, senior staff, teachers, parents and visitors	E
	Excellent organisational skills, with a good ability to plan, organize, prioritise and reschedule workloads and tasks effectively to meet varying and sometimes conflicting deadlines	E
	Highly competent in using Microsoft applications (esp. Word, Excel, PowerPoint) and databases (and able to learn new systems quickly) such as Bromcom MIS.	E
<b>Experience</b>	2 years + providing a range of administrative support in a busy and demanding organization	E
	Working within a school environment	D
	Events organisation/ marketing/ social media etc.	D
<b>Knowledge</b>	Understanding of the importance of safeguarding in schools	D
	Knowledge of school systems and processes	D
<b>Personal Qualities</b>	Strongly self-motivated and personally resilient	E
	Exceptional levels of personal integrity, discretion, honesty and reliability	E
	Conscientious and diligent work ethic	E
	Willingness to take a hands-on approach as necessary	E
	Pro-active in using initiative	E
	Able to relate to students, including those with special needs	E
	Ability to work under pressure at a fast pace	E
	Attention to detail and commitment to high quality standards	E
	Ability to take ownership of tasks and see them through to completion, identifying and resolving issues in an effective and efficient manner	E
	Able to work effectively as part of a flexible team	E
	Always looking to improve and develop working practices and systems to become more efficient and effective	D
	Commitment to the Academy's Christian ethos and educational purpose	E
	Can deal effectively and calmly with emergencies, should they arise	E
	Flexibility, on occasions and within reason, in approach to working hours and ability to offer additional skills to the academy team	D
<b>Qualifications</b>	Good levels of literacy and numeracy evidenced by qualifications e.g. GCSEs (or equivalent) in Maths and English at C or higher	E
	NVQ level vocational / professional qualifications in business administration	D

## **Job Description - ADMINISTRATOR – Whole School**

### *Support to the pastoral and academic teams*

- Start of academic year administration (working closely with the Academic Administration Manager) including: provision of timetables; tutor group lists; collation of parental and/or student consents
- Support for both exam results days (August) – in the distribution of exam results
- Providing administrative support to Parents' Evenings including co-ordinating the logistical arrangements
- Paperwork associated with extra-curricular visits
- Administering/overseeing ParentPay student accounts and the set up and reporting of trips with trip leaders
- Support with administering and issuing student reports at key times throughout the year
- Any other support as reasonably required by the Academic and Pastoral Administration Managers

### *Events support*

- Activities Week (June): providing administrative co-ordination to the planning and delivery of our annual Activities Week programme of in school and out of school trips and events, working closely with the senior staff lead, academic heads of department, the finance office and catering team
- Providing administrative, co-ordinating support to the Events Lead around the organisation and smooth running of the Academy's programme of events, including internal and external communications and marketing, correspondence with external parties, making bookings, etc. Events are likely to include Parents' Evenings, Year 6 Open Evening, Year 11 Prom, Carol Service. Some late afternoon or early evening working may be required, with appropriate notice.

### *Additional responsibilities*

- Switchboard cover for telephone calls
- Reception cover for breaks, lunchtimes and after school
- Text messaging parents with First Call detentions

### *Corporate*

- Contribute to and share in the corporate life of the Academy
- Ensure that health and safety and child protection regulations are observed at all times.
- Any other duties as reasonably required by the Business Manager or the PA to the Principal or the Principal.