

JOB DESCRIPTION

Job Title: Academy Administrator
Responsible to: Office Manager

Job Purpose:

Under the direction of the Office Manager, to provide an efficient, responsive and high quality administration service to support the Academy. To lead the Academy's first aid provision ensuring all appropriate processes and procedures relating to first aid are undertaken effectively.

Principal Duties:

Administrative Duties

- Assisting with the administration of Academy events such as parents evening, Academy awards evening, transition etc.
- Maintenance of the central stockroom ensuring relevant supplies are ordered including stationery, refreshments, diaries, planners etc.
- Locating pupils and staff to deliver messages/documents around the Academy.
- To maintain the Academy's student database.
- Where required and only as directed by the Office or MIS Manager to produce reports and other information required by senior staff.
- To produce whole academy letters and mailings as directed.
- To distribute Academy correspondence to parents.
- To support the administration of electronic platforms, such as ParentApps.
- To provide administrative support to students attending extra-curricular activities, ensuring that all reporting and safeguarding procedures are adhered to.
- To support the Principal, ELT and curriculum leaders in general administrative matters as and when required.
- To ensure that all enquiries and any problems or complaints are dealt with positively in a pleasant, efficient and reassuring manner.
- To notify staff of messages in a prompt and accurate manner.
- General office administration supporting all teams including filing, photocopying, mailing and other reception/administration duties.
- To book transport for trips and visits.
- To deputise for the receptionist in their absence.

First Aid

- Ensure accurate records of any student requiring medical attention and recording any treatment given.
- To support the Office Manager in ensuring sufficient first aiders are available and trained accordingly.
- To be responsible for the provision of first aid supplies and to ensure contents are checked on a regular basis and re-stocked as required.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentially, reporting all concerns to the Office Manager.

General duties and responsibilities

- To carry out other duties as may be reasonably requested.
- To safeguard the welfare of children

- To keep the Office Manager fully informed of all matters that they are involved in and initiatives they undertake.
- To report risk to a member of SLT
- To cover for absent colleagues, as appropriately required.
- To participate and attend meetings and training as appropriate including INSET days.
- To take an active role in own professional development in line with performance management objectives.
- To ensure confidentiality is maintained at all times.
- To work in accordance with all Academy procedures and policies, to adhere to the Academy's professional code of conduct for staff and quality standards for all staff including smart dress code.
- To actively promote the achievement of a smoke free Academy.
- To actively support Academy Initiatives.