

Job Description

Post: Academy Administration Manager

Purpose

To challenge educational and social disadvantage in the North.

Duties and Responsibilities

- Live the mission, values and drivers every day.
- Develop and lead an academy administration function that meets the needs of the academy through delivery of the agreed service level agreement; line manage and organise tasks to ensure all administrative and communicative systems are effective.
- Ensure the academy and our trust maintains a highly positive and professional image and reputation through modelling high expectations, excellence, positivity and respect in all aspects of work.
- Work with the senior admin manager to implement standardised efficient administrative systems, processes and working practices across the academy that meet all legal requirements, providing support to other academies where appropriate.
- Ensure that all work activity is logged to enable effective management and measurement of services provided and deployment of resources, in order that agreed service standards are met and do not breach.
- Ensure the smooth running of the office: maintain office supplies, organise daily activities, and provide administrative support for the academy and senior leadership team including supporting raising tickets where required, confidential note taking, and calendar management.
- Filter communications, including phone calls to the principal, and coordinate appropriate responses to as many as possible; coordinate any informal concerns or complaints raised to ensure they are dealt with at this level, where possible; support communications with staff, students, families and other external stakeholders.
- Act as a first aider: lead the academy first aid provision and complete all required reporting.
- Update and manage risk assessments for the academy and educational operations; support the creation and maintenance of staff risk assessments and PEEPs.
- As delegated by the principal, administer use of the academy credit card; act as the ParentPay administrator and lead on chasing of outstanding debt; and ensure administrative services are the single point of origin for purchase requisitions for the academy.
- Ensure comprehensive administrative support is given to academy staff. Support administration within the functions of student work experience, admissions, homework processing / corrections (where applicable), attendance and / or behaviour and student welfare.
- Work to deliver specified HR support, such as recruitment day schedules and absence monitoring support.
- Manage room bookings, a minibus booking system and minibus driver training.
- Ensure the admin team makes a positive and proportionate contribution to delivering duties within the academy, contributing up to 5% of working time towards this; additionally, play a supporting role in special academy events and trips.
- Ensure GDPR compliance and produce reports on behalf of the academy in relation to this.
- In primary academies with the administrative team, provide attendance and data systems and process support.
- Establish a professional and welcoming reception for all visitors and parents; ensure all visitor checks and health and safety processes are in place to monitor entry in and out of the building.
- Engage fully in our trust's professional growth process to fulfil personal potential and be able to participate effectively in the implementation of the academy's strategic big moves.
- Attend meetings / training and carry out administrative tasks and duties as specified on our academy calendar.
- Consistently implement all trust policies and contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a designated safeguarding lead.
- Carry out any other reasonable duties as requested by the principal or senior administration manager.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.