

Job Title: Academy Administration Officer	Pay Scale: PPS 9 – 10
Normal Place of Work: Priory Witham Academy	Line Manager: Business & Operations Leader
Role Summary: To provide confidential and professional support to the Executive Team To provide administrative and secretarial support to the Executive Team To ensure that excellent service standards and a strong customer focus are maintained at all times.	

DUTIES AND RESPONSIBILITIES

1. Recruitment and Compliance

- To be responsible for the HR processes and procedures within the Academy, including the day to day management of the Single Central Record (SCR) and maintaining staff personnel files in line with safer recruitment practices.
- Appointment paperwork including offer letters, contracts, employment references etc.
- Induction of new staff including review meetings as required.
- Staff recruitment administration including adverts, application packs, interviews schedules, new starter paperwork.
- To ensure staff are fully up to date with safeguarding, prevent and other compulsory training.
- To process DBS application forms for all new starters and renewal DBS application forms for all existing staff every 3-5 years.
- Support with managing records that are kept both onsite and offsite at the archives container.

2. Academy Clerical Support

- To organise and provide clerical support to the Executive and Senior Leadership Team as and when required, including note-taking, diary management, administrative duties, telephone calls, arranging appointments and meetings, drafting routine correspondence and other associated duties.
- Issuing approved school communications after approval from the Executive Team, as required.
- Organising staffing in the event of absence under the guidance and approval from the Senior Leadership Team including arrange agency supply staff as needed.
- To make appropriate arrangements to meet and receive parents and visitors on behalf of the Executive Team.
- Facilitate and arrange where required, Academy social and community functions, Committee Meetings and Training evenings.

3. General Responsibilities

- Support with maintaining the Academies website, seeking appropriate support from the Trust's Communication and Marketing team where required.
- To assist the arrangement of routine school activities such as medical/dental examinations, school photographs, induction evenings.
- Raising PO's and processing invoices through PS Financials.
- Support with Absence reporting for the Academy, including reporting on paid and unpaid sickness.

- Facilitate and arrange where required, Academy social and community events, Committee Meetings and Training evenings.
- To assist with all through general administration.

Key Relationships

The post holder will be expected to develop and maintain good relationships with

Headteacher, SLT and all Trust staff	To ensure a high quality service is provided that meets the needs of the Trust
• Parents and Students	
• Visitors	

Generic Responsibilities

- Represent and promote The Priory Federation of Academies' values internally and externally.
- Ensure that the Trusts internal customers receive an excellent customer service experience in all dealings with the service.
- Deliver your day-to-day duties consistently with the agreed service level.
- Act as a champion for change and improvement, constantly enhancing quality.
- Contribute to the annual quality review of the service and the programme of continuous improvement.
- Actively promote and act, at all times, in accordance with Federation policies, e.g. Health and Safety, Equal Opportunities and Safeguarding.
- Make a commitment and contribution to improving standards for pupils, as appropriate.
- Contribute to the maintenance of a caring and stimulating environment for pupils.
- Undertake other duties commensurate with the job level.

The post holder will interact professionally with colleagues to ensure understanding and awareness of responsibilities of all colleagues and undergo any relevant training.

Elements of this job description may be changed following consultation with your line manager.

TERMS OF EMPLOYMENT

All offers of employment are subject to The Trust receiving proof of identity, two satisfactory references, satisfactory health and enhanced DBS checks, a signed Code of Conduct, evidence of your relevant qualifications and successful completion of a 6-month probation period.

HEALTH AND SAFETY

All employees are responsible for reading, understanding and carrying out the requirements of The Trust's Health and Safety policy and for informing a relevant person if they become aware of any non-compliance with the policy or of any identified training needs.

HOURS OF WORK

The Academy day is between 8:00 am and 6:00 pm. A flexible approach to working is expected as some tasks may be required to be carried out in the evenings and during holiday periods.

CONTINUAL PROFESSIONAL DEVELOPMENT

The Trust requires individuals to identify and analyse their own training and development needs and to actively participate in the design of a development plan to meet these needs and the needs of the Academy. This may be achieved through an appraisal process.

The post holder should recognise and take advantage of development opportunities and should periodically review their own progress towards meeting previously agreed goals.

CONDITIONS OF SERVICE

Governed by the National Agreement on Pay and Conditions of Service supplemented by local conditions as adopted.

SPECIAL ARRANGEMENTS

The post holder may be required to work outside of normal academy hours on occasion, with due notice.

SAFEGUARDING STATEMENT

The Priory Federation of Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

EQUALITY, DIVERSITY AND INCLUSION

The Priory Federation of Academies Trust is committed to maintaining a diverse workforce and an inclusive environment for all. Our aim, embedded in the Trust Values, is to enrich our workforce at every level and we encourage applications from all under-represented groups.

