Academy Administration Team Leader

Salary / grade range	SCP 23-25 £29,131 - £30,828 (actual salary) & amazing benefits
Location	Co-op Academy Leeds
Reports to	Operations Manager

Purpose of role:

Lead the Academy Administration Team to successfully deliver support for essential activities associated with the Academy's cover provision, admissions procedures and timetable management. To work closely with the Academy's Senior Leadership Team, HR colleagues, Data Manager and Exams Officer to ensure that key processes are effectively managed and resourced throughout the academic year. Support the Academy in fulfilling its responsibilities to comply with the Data Protection Act and the UK GDPR and with Trust policy and expectation.

Key accountabilities (and specific duties / responsibilities):

Administration

- To be responsible for the administration support delivered by the Academy Administration Team, working with the Operations Manager to develop the service and ensure high standards are upheld.
- To work closely with the Senior Academy Administration Officer to manage the daily requests submitted by departments, ensuring effective deployment of Academy Administration Officers and the prioritisation of activities in line with the key points in the school year and Academy's calendar of events.

Admissions and Exclusions

- Under the supervision of the Headteacher, and working with relevant colleagues across the Academy, to coordinate the admissions process for all year groups, facilitating the fair access procedure.
- Liaising with parents to support their engagement with the admissions process.
- Supporting the transition process for year 7 admissions under the direction of the relevant members of the Academy Leadership Team.
- Facilitating the permanent exclusion process and where necessary, attending permanent exclusion panels.

GDPR/Data Protection

- Advise the Academy on how to comply with trust policy and the UK GDPR
- Complete and maintain the Academy's data map
- Record subject access requests and ensure these are complied with within statutory timescales
- Undertake a data protection check within the academy on at least a half-termly basis and ensure any identified actions are followed up
- Record FOI requests and ensure these are complied with within statutory timescales
- Support a safe culture within the academy ensuring that data protection has a high profile

Cover

- Manage the system of providing cover for absent staff in line with Academy policy and Trust's safeguarding procedures.
- Employ a variety of strategies to ensure that, during periods of staff absence, students experience minimal disruption and are still able to progress with their learning.
- Keep the whole Academy diary which records all events and cover information
- Maintain accurate records of staff absence and report to the Academy's HR Team on a daily basis
- To liaise with Recruitment agencies to arrange cost effective supply cover.
- To work with the HR Advisor to ensure that the supply cover budget is efficiently managed
- Work with the Headteacher to ensure the day to day diary management regarding cover and staff attending external events leads to a safe working environment.

Timetable & Curriculum Development

- Under the direction of the Deputy Headteacher for Quality of Education to take responsibility for the construction of the timetable and amendments as needed during the course of the academic year
- Under the direction of the Deputy Headteacher for Quality of Education, to take a lead role in the student 'options' process, including designing options to fit the curriculum, producing options information for students and designing options forms for distribution.
- Under the direction of the Deputy Headteacher for Quality of Education to be responsible for the production & distribution of staff and student timetables, including building class lists and ensuring their accuracy.
- To liaise and provide ongoing information to staff in relation to the timetable.
- To help to support the process of personalisation of student timetables.

Academies Trust

General

- To be responsible for the efficient and effective deployment of the Academy Administration Team.
- Lead and contribute to continuing professional development of members of the Academy Administration Team, through the Academy's performance management and induction procedures.
- To contribute to the smooth operation of the Academy through the duty system
- To act as Arbor system manager, providing appropriate CPD for users, ensuring colleagues have relevant access rights, and completing necessary system housekeeping tasks.
- To construct and review an annual calendar of work for the Academy Administration Team
- Liaise with external agencies to support the smooth running of curriculum aspects of Arbor.
- To provide day to day administration support for the Deputy Headteacher for Quality of Education.
- Contribute to the organisation of key Academy events, such as Parents' Evenings
- To take a lead on the organisation of the whole Academy reporting system.
- Compliance with all school policies and procedures, including the safeguarding and child protection policies and prevent duty.

This job description will be reviewed as appropriate and may be subject to amendment or modification at any time. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties.

Academies Trust

Personal attributes required (based on job description):		
Attributes	**All attributes are essential, unless indicated below as 'desirable'**	**How measured, e.g. application form (A), interview (I)**
Qualifications • GCSE Grade C or equivalent in Maths and English • A relevant further education qualification • Evidence of continuous professional development	 Desirable	A/I
Experience • Experience of working in a senior role in an office environment • Experience of operating within an education or service sector environment. • Experience of coordinating resources and managing schedules • Experience of using relevant systems (i.e. Arbor) and data management software • Experience of working with young people and behaviour management • Experience of stakeholder management and working with external providers	 Desirable Desirable	A/I/T
Skills, Ability, Knowledge • Excellent organisation and administrative skills • Able to work independently, on own initiative and without supervision • Excellent leadership, communication (oral and written) and interpersonal skills • A clear understanding of the education system, local community and Co-op Ways of Being • Able to effectively follow key policies and procedures (i.e. safer recruitment) • Proven track record of building strong personal		A/I

relationships and credibility across internal functions • Able to build relationships with young people and demonstrate sensitivity to the varying needs of students. • Understanding of GDPR		
Personal Qualities • An innovative and action orientated approach • Commitment collaborative working and a strong team player • Able to manage conflicting priorities and changing requirements in line with Co-operative values and principles. • A commitment to the child protection and safeguarding of children and young people.		A/I/T

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.