


Name		<h1>Alec Reed Academy</h1> <h2>Job Description</h2>
Post No.		
Date drafted	March 2017	
Date reviewed	May 2023	
		<p>The purpose of this Job Description is to set out in general terms the management, purpose and responsibilities of a specific job at the ARA.</p> <p>It is not intended to be a comprehensive listing of every task that an ARA employee might be called upon to undertake.</p> <p>Neither is it a legal document, although it may be referred to in Contracts of Employment.</p>
<h3>MANAGEMENT DETAILS</h3>		
Job Title	Academy Administrator – Admissions, MIS and SEN	
Location/work base		
Grade		
Reporting to:	The Board of Trustees through the Principal	
Line Manager	Data Information Systems Manager	
Posts directly supervised:		
Staff or contractors indirectly supervised		
<h3>THE MAIN PURPOSE OF THE JOB</h3>		
<p>Purpose:</p> <ul style="list-style-type: none"> • To be responsible for maintaining the Academy-wide MIS – currently SIMS database with accurate information • To complete the Census' to deadlines as required through the Academic Year • To manage Main Round and In-Year Academy Admissions from Nursery to Year 13 • To support the Academy SEND team • To lead on the creation, maintaining and updating of pupil profiles following weekly CYP meetings 		

Key Areas of Responsibility:

Administration

- *Census:*
 - Complete the Academy Census' in line with current requirements to meet deadlines throughout the Academic year
- *Admissions:*
 - Administer all admissions across all phases ensuring all information held in SIMs is accurate
 - Liaison with the Admissions and Safeguarding Support Officer regarding main round admissions
 - Liaison with SaFE Workers regarding in-year admissions
 - Contact schools to obtain CTF files
- Co-ordinate In-Year admissions for Reception to Year 11, process and liaise with the Local Authority regularly
- Co-ordinate Nursery main round admissions and organise open days, home visits, start dates and collate all necessary paperwork
- Maintaining the waiting list for Nursery pupils and making offers when vacancies arise
- Main Round Transition for Reception pupils – keep lists up to date from the Local Authority, organise induction day, home visits, start dates and collate all necessary paperwork
- Main Round Transition for Year 7 pupils – keep up to date lists, assist with transition events, letter communication with parents, tours of the Academy when requested. Keep transition team up to date with pupil lists for when they visit schools and collate information from schools on all pupils. Receive pupil files from Primary Schools and log and check for any SEND or Safeguarding paperwork

Transition

- Main Round Transition for Reception pupils – keep lists up to date from the Local Authority, organise induction day, home visits, start dates and collate all necessary paperwork
- Main Round Transition for Year 7 pupils – keep up to date lists, assist with transition events, letter communication with parents, tours of the Academy when requested. Keep transition team up to date with pupil lists for when they visit schools and collate information from schools on all pupils. Receive pupil files from Primary Schools and log and check for any SEND or Safeguarding paperwork

SIMs:

- Maintain SIMs with accurate enrolment information
- Create SIMs users and reset passwords
- Update and maintaining class list information on SIMs
- Allocate students to classes
- Set changes on SIMs
- Update and maintain SEN, G&T, Parent contact information and other personal information on SIMs
- Complete an annual check of personal information held on students in SIMs
- Provide timetable information to staff as required from Nova and SIMs generally
- Liaise with Primary Pupil Progress Leaders, Secondary Heads of Year, and respective Assistant Principals to ensure all students are in the appropriate teaching set
- Assist in sending parents messages on SIMs InTouch
- Train staff on how to use SIMs InTouch and other SIMs related exercises
- Support staff on running reports from SIMs
- Produce class lists as required
- Print student timetables
- Print staff timetables
- Liaise with the ICT Network Manager and with Scomis (or other providers) to resolve administration problems with SIMs
- Complete the end of year procedures to promote the next academic year
- Complete the electronic transfer files regarding leavers and admissions

Other:

- To safeguard and promote the welfare of children and young people, and follow the Academy's policies and the staff code of conduct
- In the absence of the Senior Cover Supervisor during planned Exam Periods, CPD and unplanned absences; to maintain the Cover Diary, arrange cover for absent teaching staff's classes, liaise with supply agencies, meet and greet new supply staff and provide support and in cases of emergency wait with the class until a cover teacher can be found
- Obtain Pupil Premium files and upload
- Provide accurate data to the ALT and Board of Trustees
- Update course manager files
- Support the Assistant Principal in the creation of the timetable
- Administration and submission of Key Stage 1, Key Stage 2 & phonics management to the Local Authority and NCA Tools

- Import and export of Common Transfer Files
- Assist the Finance department in the completion of tasks related to pupil grants (school meals)
- Administration and processing of the '30 hours free' for Nursery pupils
- Create reports from SIMs and liaise with Cool Milk to order milk for Under 5's, compare the delivery with submitted figures and update these to the Government Scheme
- Support with administration on an ad hoc basis for assigned members of the Senior Leadership Team (as directed via the Data Information Systems Manager)
- Complete weekly duties to support the smooth running and organisation of the Academy day
- Whilst at work, to take reasonable care for own health & safety and others who may be affected by their work and to co-operate with the governing body and its management to enable them to maintain a safe and healthy work place
- Any other reasonable ad hoc works, administration or services required

Terms & Conditions

This role is to work 36 hours per week on a term time only+ basis working normal term times plus Professional Development days in addition to the pre-results days, and results days in August of each year (normally the last 2 weeks of August). The hours of work are generally Monday to Friday from 7.30am until 3.30pm.