

Job Description

Job title: Academy Administrator

Main purpose of job: To provide administrative support to ensure the smooth running of the administration team.

Department: Administration

Location: Plume Academy

Position reports to: Senior Administrator

Position is responsible for: N/A

Length of contract – Permanent

Salary: Band 2 Point 11 – 16 Actual salary £20,194.73

8am – 4pm, Monday – Thursday

8am – 3.30pm, Friday

Term time plus inset days (39 weeks per annum)

Key Responsibilities and Accountabilities

Main Duties:

- to provide administrative support with processing current, proposed and authorised trips, visits, and events
- upload trips and visits to Evolve and ensure information is accurate and complete
- liaise with trip leaders, chasing completed paperwork and ensure all required documents are submitted
- attend academy trips and visits as a support member of staff when required
- to provide administrative support with the Years 7-10 Awards Evening
- to provide administrative support with ITT tasks
- to provide administrative support keeping Arbor updated with student data changes
- liaise and check with parents to update invalid emails and make sure data is correct
- to assist in producing emails and sending letters for all faculties
- responsible for producing and sending weekly library overdue letters
- responsible for student references to colleges and employers
- responsible for updating student photo folder for FRC SSC and catering
- to support sending PE fixtures and clubs including cancellations to parents and carers when required
- to provide general office support across all stakeholders including responding to parental queries and concerns
- to support with invigilating duties during the exam periods
- responsible for ensuring that Duke of Edinburgh awards are verified in a timely manner
- responsible for ensuring that the Duke of Edinburgh site is regularly checked and any queries are resolved
- to provide cover and administrative support in the reception, cover and other administration areas across Fambridge Road and Mill Road campuses, ensuring safeguarding protocols are followed.

General

- to participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- to comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- ensure that all duties and services provided are in accordance with the Academy's Equal Opportunities Policy.

THE DUTIES AND TASKS OUTLINED ABOVE ARE NOT INTENDED TO BE EXHAUSTIVE AND OTHER DUTIES MAY BE REQUIRED FROM TIME TO TIME BY THE JOINT HEADS AND IN ACCORDANCE WITH THE OPERATIONAL NEEDS OF THE ACADEMY.

The Trustees of Plume Academy remain fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Date of next review: Annually in line with the Performance Management Review process.

Person Specification

Person Specification - Qualifications and Experience	Essential	Desirable
GCSE A* - C [or grade 4] or equivalent in English and Mathematics.	X	
Evidence of further professional study		X
Good level of understanding of ICT in Microsoft packages	X	
High standards of achievement and professionalism	X	
Excellent communication skills both written and oral and the ability to communicate effectively with students and staff	X	
Knowledge, Skills and Abilities	Essential	Desirable
Thinking creatively to anticipate and solve problems	X	
Organisational and planning skills including prioritisation of tasks	X	
Ability to work as part of a team and on own initiative and with resilience	X	
Ability to utilise data effectively to monitor progress and evaluate performance		X
Staying calm and cheerful when working under pressure	X	
Sharing and contributing to the aims and ethos of Plume Academy including a positive attitude to working with people with disabilities	X	
Commitment to the personal development of all students, staff and self	X	
Knowledge and understanding of safeguarding issues	X	
Personal Qualities	Essential	Desirable
Treats people fairly, equitably and with respect to maintaining positive working relationships	X	
Ability to maintain trust and be highly respected by staff	X	
Has high expectations and shows a passionate commitment	X	
A creative and imaginative thinker who has the ability to identify innovative solutions to problems	X	
High level of communication skills both written and verbal and ability to address a range of audiences	X	
Commitment to safe-guarding and promoting the welfare of young people	X	
Flexible and adaptable	X	