



Academy Pastoral & Senior Team Administration Officer

Salary / grade range	C1 SCP 12 – 17 - £21,394 - £23,446 (actual salary) - term time only plus 10 days
Location	Co-op Academy Leeds
Reports to	Senior Year Manager

Purpose of role:

To provide an efficient and high quality administrative service which supports a wide range of key Academy activities and processes. Working closely with the Pastoral Team and the Senior Team to ensure that the daily administration within the Pastoral Team is completed to a high standard, as well as other Departments and other Academy functions to support the production of resources, facilitate examinations, maintain accurate student timetables and deliver academy events.

Key accountabilities (and specific duties / responsibilities):

Administration

- To complete daily tasks for the Pastoral Team which would include; contact with home through text and phone calls, creating and producing reward certificates, completing letters for parents, arranging meetings with parents, compiling any reports that may be needed for pastoral meetings and some minuting of meetings.
- To create and prepare resources for pastoral teams and the academy leadership team.
- To cover for the PA to the Headteacher where appropriate
- Provide cover for main reception
- To maintain the Academy's systems and databases to ensure timetables and student data is accurate.
- To produce displays and other materials for pastoral areas and offices under the direction of pastoral colleagues.
- To maintain stocks and supplies for the team, ordering new resources as required.
- Using appropriate software to support the administration and distribution of timetables.
- Supporting Academy events, such as parents' evenings and open days.
- To support the academy with communication between the school, families and the community (emails, texts messages, phone calls, social media, website etc).

Admissions and Suspensions

- To ensure that the legal notifications and paperwork for all suspensions are completed and sent to the relevant stakeholders within the appropriate time frame.
- To work closely with the Academy Administration Team Leader on the admissions and suspensions procedures, ensuring necessary administration tasks are completed on time



and in accordance with relevant policies.

Exams

- To support the Exams Officer with the coordination and facilitation of student examinations throughout the year, as required.

General

- Compliance with all school policies and procedures, including the safeguarding and child protection policies and prevent duty.
- To contribute to the smooth operation of the Academy through the duty system.
- Develop positive working relationships with all staff.
- To engage actively in performance management review(s).
- To take part in the Academy's staff development programme by participating in arrangements for further training and professional development.
- Be a visible, proactive presence around the Academy, promoting positive behaviour and ensuring the smooth day-to-day running of the academy.
- Model Co-op Academies Trust's co-operative values and behaviours.

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.

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 <ul style="list-style-type: none">• GCSE Grade C or an equivalent qualification in Maths and English		
Experience <ul style="list-style-type: none">• Experience of administration in fast paced environment• Able to complete complex tasks with autonomy• Evidence of responding to queries in a		



<p>professional manner</p> <ul style="list-style-type: none">• Able to effectively manage competing priorities.• Experience in a classroom environment• Working within an educational or service sector organisation.• Experience of working with young people and behaviour management	Desirable	
<p>Skills, Ability, Knowledge</p> <ul style="list-style-type: none">• Excellent organisational and administrative skills• Excellent oral and written communication skills• Able to build relationships with young people and demonstrate sensitivity to the varying needs of students.• Excellent ICT skills and confidence when using systems.• Accuracy and attention to detail		
<p>Personal Qualities</p> <ul style="list-style-type: none">• Innovative and adaptable, with a proactive approach• Good team member, committed to collaborative working• Ability to set and maintain standards as a role model for students• Willingness to participate in the wider life of the school• 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.		

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.