

## Job Description Administrator

<b>Title:</b>	Administrator
<b>Project Team:</b>	Associate Staff
<b>Reports to:</b>	PA to the Headteacher
<b>Salary:</b>	Grade 5 Pro-rate, TTO + 5 days
<b>Hours of Work:</b>	37 hours per week, Mon – Thurs 8:00am – 4:00, Friday 8:00am – 3:30pm.
<b>Special Conditions:</b>	First Aid Training (separate allowance payable), once qualified.

### Key Duties and Responsibilities

#### Key roles

- To work in partnership with the whole school to provide high-quality pastoral provision which supports our students' academic achievement.
- To uphold and model our Academy values of: Kindness, Ambition, Resilience and Respect.
- To provide administrative support to the pastoral functions within the school including (but not limited to): behaviour, attendance, punctuality, reward and student information.
- To support senior leaders with administrative tasks related to all pastoral matters e.g. letters, room bookings, diary management, preparation of attendance referral forms by establishing basic information in readiness for completion by Attendance & Welfare Manager, running of standard reports.
- To complete appropriate documentation for communication with the Local Authority, or other agencies, including (but not limited to): CAMHS, Fair Access Panel and arrangements for Off Site Directions, Suspensions, Managed Moves and Permanent Exclusions.
- To collect and collate student data through 'Round Robins' and other collection methods within the school.
- To support the collection and completion of student information packs to ensure that information held is accurate and up to date.
- To support and maintain timely and appropriate communication with families.
- To support newly arrived students by helping families complete appropriate forms, discuss school procedures, arrange tour of the school and liaise with previous schools to obtain information.
- To maintain records, processing data and preparing summaries of data, sharing information with colleagues as appropriate.
- To support in the management of the admissions appeals/waiting list
- To support the visiting of absent students at home in order to encourage attendance and ensuring accurate recordings following these visits.
- To support working on reception and fulfilling reception duties when required. These are likely to be during busy periods and covering absences.

#### Administrative

- Maintaining records, processing data, preparing summaries of data.
- Taking Minutes of Meetings.
- Filing.
- Cataloguing and issuing equipment and materials.
- Carrying out stock checks.
- Ordering new books/equipment/consumables.
- Provide support in the holistic development of students.
- SIMS input, for example, behaviour monitoring, first aid
- Attending full staff and department meetings as required and supporting departmental events.
- Administering school visits/journeys including word processing of letters, checking documentation.
- Cover Duties, for example other admin roles, reception, etc.
- Assisting with Academy wide administrative needs including support with events.

- To be an effective team member with a flexible approach and a willingness to co-operate with other members of staff.
- Other duties as may be appropriate to achieve the objectives of the Academy.
- To participate in the duty rota whilst children are on site.
- Assist break and lunch time duties.

## **Component 1 – Wider Professional Effectiveness**

- Participate in and engage with Academy Inset and Professional Development, whether in-house or external.
- Through the mechanisms of Appraisal and Quality Assurance, demonstrate improvement in your role as a result of Professional Development and Inset.
- Disseminate the outcomes of Inset to other staff and ensure that the Senior Leadership Team are aware of such innovation and cutting edge development.
- Effectively contribute to the Academy improvement planning process.

## **Component 2 – Role Model**

- Ensure that 'no student is left behind', in their academic and personal development.
- Conform to the Academy's Dress Code for staff and demonstrate exceptional standards of presentation, conduct and time keeping.
- Build team commitment amongst students and staff alike.
- Engage and motivate students and staff to do their best by doing your very best.
- Demonstrate a positive approach to your professional duties and improve the quality of student learning.

## **Additional Components**

- To consistently uphold the Academy's aims and strive to attain Academy Targets.
- To work in a cooperative and polite manner with all stakeholders and visitors to promote and enhance the reputation of the Academy.
- To work with students within the framework of the Academy in a courteous, positive, caring and responsive manner.
- Play a full part in the life of the Academy's community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- Be courteous to colleagues, visitors and telephone callers and provide a welcoming environment.
- Demonstrate both enthusiasm and high standards of professionalism to all Academy stakeholders.
- It is the responsibility of each employee to carry out their duties in line with all Academy Policies promoting a positive approach to a harmonious working environment.
- The job purpose and key task statements above are indicative and by no means exclusive. The need for flexibility amongst staff is therefore considered important.
- To undertake any other duties deemed reasonable by the Headteacher for the post at this level.

## **Health and Safety Responsibilities**

- All staff have a responsibility to be aware of, comply and act upon the Health and Safety Policies of Q3 Academy and undertake risk assessments as appropriate. Full details can be accessed via the staff website.
- Q3 Academy is a designated no smoking site.

**The Academy is committed to safeguarding and promoting the welfare of children.**

**All post holders are subject to a Enhanced Disclosure & Barring Service Check (DBS) and satisfactory employment references, as well as identification and qualification, prohibition and barred list checks which will be required before commencing duties.**

## Person Specification

<b>Job Title</b> Academy Administrator	<b>Thematic Area;</b> Associate	<b>Date Completed</b> October 2025
<b>Grade</b> Grade 5	<b>Location</b> Q3 Academy Tipton	<b>Signature</b>

The Personnel Specification outlines the main attributes needed to adequately perform the post specified. In drawing together the specification, a critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential.

The Personnel Specification is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

	Essential	N/A	How identified
<b>1. Physical</b>  What does the job require in the way of:-  Appearance, manner, speech, general health, voice etc. Consider the real needs of the job. Be particularly wary about setting age limits which actively discriminates against specific age groups and disabled people.	A good attendance record. Candidates should have less than 4 absences in the last 6 months or not more than 10 days absence over the last 12 months prior to the closing date of the post.  Any absences relating to a disability or any other incapacity will be viewed sympathetically and will be considered if fully explained. Due regard will be made to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010. (This information will be obtained from successful candidate after conditional offer of employment has been made.)  Smart appearance. Ability to communicate with staff, students, parents and outside agencies with a polite, professional manner and to work under pressure during peak times of the Academy year.		Job and medical history from application form and references. Performance in interview process.
<b>2. Qualifications</b>  What does the job require in the way of:-  Level of formal qualifications required to carry out the job. Describe these by level of attainment and by subject matter where appropriate, e.g. Degree, HNC, Professional Qualifications, GCSE's, CIPFA etc. Consider carefully whether these are absolutely necessary.	Candidate should be educated to a good standard of education with qualifications in English and Mathematics.  Additional professional development relevant to the post		Formal possession of an appropriate qualification to be verified at interview or from records.

	Essential	N/A	How identified
<p><b>3. Experience/Knowledge</b></p> <p>What does the job require in the way of:-</p> <p>Specific related job experience and in what type of working environment. What kind of life experience could supplement or replace this? Which is more important to the success of the job?</p>	<p>Experience of working in an Administrative role.</p> <p>Knowledge of Academy IT packages would be advantageous but not essential.</p> <p>Working effectively, accurately and with attention to detail with high and varying work-loads</p> <p>Presenting information to different audiences at a relevant level of detail to ensure understanding.</p> <p>Evidence of work with children and families for a period of 2 years</p> <p>Experience of working in an educational establishment desirable</p> <p>Writing and contributing to official reports and policies</p> <p>Administration of the Academy Census</p> <p>Administration and organisation of student absence</p> <p>Multi Agency Working.</p> <p>Experience of parental engagement strategies and approaches.</p> <p>Understanding of safeguarding procedures. Ability to evaluate data relating to progress.</p> <p>Experience of planning and delivery of assemblies desirable but not essential</p>		<p>Past employment/ academic activity record. Performance in related selection methods, e.g. presentation, group discussion.</p>
<p><b>4. Training</b></p> <p>What does the job require in the way of:-</p> <p>Specific and/or specialist training in order to do the job, e.g. training in recruitment and selection, supervisory, management, inter-personal skills. Apprenticeship in a recognised trade. Practical training in the use of specific equipment, arc welding, word processing etc.</p>	<p>To be prepared to undertake training as required to achieve the objectives of the post e.g. Exclusions</p>		<p>Past training history from application form and records. Selection process by <b>demonstration</b> of ability to display knowledge and skills at the interview.</p>

	Essential	N/A	How identified
<b>5. Special Knowledge</b>  What special knowledge is required in order to perform the job properly, e.g. a knowledge of employment legislation, accounting, financial planning regulations, languages, computer systems, local area etc.?	Experience of working with multi-agencies, e.g. CAMHS, MASH (desirable)		Qualifications held and demonstration of knowledge at interview.
<b>6. Disposition</b>  How far does the job require:-  Being steady, dependable, persevering, persistent, even tenacious, being difficult to distract or discourage. Getting on well with others, working readily with others, co-operating, influencing others. Depending on oneself rather than others, relying on own resources, accepting responsibility, leadership qualities, ability to motivate others. Ability to cope with monotony, neatness, accuracy of work, attention to detail.	High level of interpersonal skills including the ability to manage potential conflict situations.  Able to advise, support and challenge professionals and families.  Self-confident and able to work alone for long periods.  Persuasive, determined and willing to initiate legal action when necessary.  High level of communication skills including attention to accuracy in written reports etc.  Able to work in a team and to accept management support/direction.		Performance in related selection process, e.g. exercises, group discussion, problem-solving, questions etc.
<b>7. Practical and Intellectual Skills</b>  What practical and intellectual skills are required for performing the job effectively? Does the person need to be a practically orientated person; should they be able to make decisions, should they be able to understand information derived from complex reports? What degree of manual dexterity is needed? Does the applicant need to be mechanically minded?	Investigative skills including interpreting and evaluating evidence.  Able to manage own time efficiently and effectively.  Able to meet deadlines under pressure and with accuracy.  Be accountable and make decisions in consultation with the line manager in relation to complex issues.		Performance in related selection process.
<b>Legal Requirements</b>  Are there any limitations or requirements imposed by statute that candidates must comply with, e.g. special qualifications, minimum age range etc.? Are there any "Genuine Occupational Qualifications" as defined in legislation which apply to this post?	The post will be offered subject to satisfactory references, Enhanced DBS Check and Medical Clearances		Application form and interview questioning and reference.

The above list is indicative and not exhaustive. The post holder will be expected to carry out any other duties associated with the work of the Academy as may be directed by the Headteacher, commensurate with the grade of the post. This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the Headteacher in consultation with the post holder and if applicable the relevant trade union. In these circumstances it will be the aim to reach agreement on reasonable changes but if agreement is not possible management, the employee and Trade Unions will continue to consult within an agreed time period to seek a reasonable solution to amend and make changes to the job description which are agreeable by both parties.

Signed Employee: .....

Date: .....