

**SUPPORT STAFF**

**ROLE:** Administrative Support

**RESPONSIBLE TO:** Head of Curriculum Area

**CONTRACT:** Permanent

**WORKING PATTERN:** 08.00-16.00, Monday – Friday (35 Hours per Week, 39 Weeks per Year - Term Time Only)

**MAIN PURPOSE OF THE ROLE:**

* To provide administrative and clerical support for a curriculum area within the Academy.
* To support the leaders of the curriculum area with the management of resources, the management of the spaces and where appropriate support for supervision of students.

**DUTIES:**

**Administrative Duties**

* Data entry and the management of the department’s databases and other educational platforms used including Accelerated Reader, Bromcom and Educake.
* Updating and managing the department behaviour record including keeping the ‘parking’ list up-to-date and sending a weekly notification email to parents and tutors for Head of Department detentions/homework catch-up.
* Printing, photocopying and/or typing department worksheets and classwork/homework booklets.
* Supporting the Head of Department with preparing and printing cover work in the absence of a teacher.
* Stock ordering and control including external orders and MRO orders; monitoring department budget spending and keeping the HOD informed at regular intervals.
* Making book orders in advance and liaising with the HOD/Finance department to set up and monitor payment from parents.
* Preparing and mounting displays of students’ work including the organisation and display of ‘Student of the Month’ board.
* Typing letters/emails and making telephone calls on behalf of leadership/teaching staff for the purposes of arranging appointments or conveying simple messages.
* Supporting leadership/staff in the department with the organisation of trips, clubs and/or events.
* When appropriate, supporting teachers with supervision of students on a trip or during an extra-curricular event.
* Participate in departmental training or meetings as appropriate, taking minutes.
* Ensuring the smooth running and organisation of the Department staff base.
* Filing, both virtually and materially.
* Making resources, including laminating.
* Forwarding notes to departmental staff and other staff.
* Supporting teachers with the management of students in department corridors between lessons.
* Escorting students to teachers/parking rooms.
* When appropriate and required provide administrative support cover to other departments within the Academy.
* Ad hoc duties as required.

**General Duties**

* To be fully aware of and understand the duties and responsibilities arising from the Children’s Act, KCSiE and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation.
* To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role.
* To ensure that the worker’s line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

Any other duties assigned by Principal / Headteacher / Deputy Headteacher commensurate with the grade of the post.

Signed:

Postholder ………………………………………………. Name ………………………………………….

Line Manager ………………………………………….. Name ……………………………………..

Date ………………………………………………………….

**PERSON SPECIFICATION**

**ADMINISTRATION STAFF**

1. **QUALIFICATIONS**

* Grade 4/C or above in GCSE English and Maths, or equivalent.
* Excellent IT skills, including Microsoft Word, Excel and Outlook.

1. **EXPERIENCE**

* Experience working in an administrative role.
* Experience working in a school or other educational setting.

1. **KNOWLEDGE AND SKILLS**

* Excellent communication and interpersonal skills, both verbal and written.
* Outstanding organisation and time-management skills, including the ability to prioritise tasks to ensure that deadlines are met
* Meticulous attention to detail.
* Reliability.
* Ability to be flexible and to adapt in order to meet the needs of the Academy.