

## Job Description

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**Job title:** Administrator  
**Reports to:** Office Manager  
**Location:** Leigh Academy Blackheath

### Job purpose

Provide a comprehensive range of high quality administrative support with the Main School Office to ensure that all aspects of the day to day activities operate efficiently and effectively.

1. To maintain a good general knowledge of the Academy's systems in order to carry out duties effectively.
2. Manage and organise work of a confidential and complex nature, with considerable tact, diplomacy and a high level of commitment, customer care and flexibility

### General responsibilities

- Undertake a diverse range of administrative duties within the Academy, to ensure well presented and accurate correspondence, reports and other documentation as directed by Line Manager and Senior Leadership.
- Photocopying, scanning, shredding and filing
- Assist with admissions enquiries (including via phone and email) for parents seeking admission to the school, explaining and assisting with admissions processes and procedures.
- Assist with maintaining waiting lists and pursue applicants when places become available
- Add students to Bromcom ahead of their start dates and inform college teams.
- Help coordinate banding tests for Year 6 admissions
- Maintain and update student records on the Academy's Management Information System as required.
- On occasions be required to take minutes for College/Academy meetings
- Assist with the production of timetables for students
- Assist with paperwork in preparation for New Year 7 and In Year Transfer Cohort, (Parentpay, Doodle, Timetables etc)
- Answer, screen and forward incoming telephones and emails, answering queries where possible and redirecting appropriately.
- To assist with providing cover for Admin staff where appropriate including Reception.
- Establish good working relationships with all college staff, students, LAT Staff and visitors.
- Undertake the role in a flexible fashion to cover any early morning meeting, evening meetings or afterschool events as necessary
- Carry out any other duties commensurate with the grade and general responsibilities of the post.
- Comply with Health and Safety Regulations.

### Key Requirements

- Excellent organisational and planning skills with outstanding attention to detail
- Computer literacy in Office and G Suite
- Experience of working within a busy office environment
- An ability to deliver to given timelines and targets

- To use initiative and adopt a creative approach to problem-solving
- Aptitude and desire to work collaboratively, flexibly, supporting others

### **Academy Ethos**

- To play a full part in the life of the Academy Community, to support its distinctive mission and ethos, encouraging and ensuring staff and students to follow this example
- Promote actively the Academy's Corporate policies
- Comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate.

### **Safeguarding of students and Duty of care**

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

### **Notes**

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.