

Job Description

Job title: Administrator (Academy)
Reports to: Office Manager
Location: The Halley Academy

General

- To actively promote our shared vision and values;
- To support the Deputy Principal, Academy Leadership Team and colleagues as required;
- To prioritise and manage a varied and complex workload;
- To observe strict confidentiality in relation to all matters;
- To demonstrate a commitment to, and an up-to-date knowledge of relevant legislation and guidance in relation to the protection and safeguarding of children and young people;
- To ensure equal access and opportunities for students and staff in the academy.

Key Responsibilities

- To prepare reports using a range of data sources to inform the Academy Leadership Team in various aspects of the day-to-day running of the academy;
- To coordinate multiple electronic diaries and meeting room bookings;
- To communicate professionally and highly effectively with the whole staff body and prepare bulletins and presentations as required;
- To assist the Principal's PA in the collation and preparation of management information and reports;
- Format letters and documents in The Halley Academy house style ensuring that everything is accurately proofread, following the agreed communications process;
- To maintain accurate electronic filing systems;
- To assist with the smooth running of interview recruitment days and associated tasks;
- To manage hospitality requests within the academy;
- To assist the Principal's PA with the tracking and recording of staff attendance and absence;
- Advise and assist parents with urgent sensitive issues;
- To liaise with the Trust HR, IT and Estates departments to resolve any issues;
- To set up audio/visual requirements for assemblies, meetings and staff training events;
- To be responsible for signing in/out shared items of Academy equipment and resources;
- To provide highly effective administrative support to the Office Manager;
- To carry out any other duties in line with the responsibility level of the post.

Academy Ethos

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post;
- To engage actively in the performance development process (On Track), addressing performance expectations set in conjunction with the line manager during the autumn modules each academic year;
- To participate in training and other professional development learning activities as required;
- To promote equal opportunities and celebrate diversity in all aspects of the academy;
- To play a full part in the life of the academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example;
- To support and attend academy events such as Open Evening/Transition Evenings, as requested;
- To actively promote the academy's and trust's corporate policies;
- To adhere to the academy's Dress Code;
- To comply with the academy's Health and Safety policy and undertake risk assessments as appropriate;
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the Department for Education Guidance 'Keeping Children Safe in Education and the academy's Safeguarding/Child Protection policies;
- To be aware of and comply with all academy and Trust policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. The job-holder will ensure that academy policies are reflected in all aspect of his/her work, in particular those relating to:

- 1) Equal Opportunities
- 2) Health and Safety
- 3) General Data Protection Regulations (2018) and Data Protection Act (2018)
- 4) Safeguarding children

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.