

### JOB DESCRIPTION

<b>JOB TITLE</b>	Academy Administrator
<b>EMPLOYER</b>	University of Brighton Academies Trust
<b>LOCATION (Academy)</b>	The Burgess Hill Academy
<b>RESPONSIBLE TO</b>	Data Manager
<b>MAIN PURPOSE OF THE JOB</b>	To work as part of the academy administration team to provide general administrative support to the academy, with specific tasks related to data, admissions and student rewards. This role will also provide cover the receptionist during lunch breaks and absence.
<b>MAIN TASKS / KEY RESPONSIBILITIES</b>	
1	<p><b>Ensure that all student records are maintained in line with our GDPR and Safeguarding policies</b></p> <ul style="list-style-type: none"> <li>• Ensure that accurate paper student records are maintained in line with GDPR</li> <li>• Maintain computerised records on the student database (SIMS), inputting and updating student data as required ensuring accuracy</li> <li>• Design and run reports from SIMS to provide student lists, information and data as required by the Data Manager, Senior Leadership Team and other members of staff.</li> </ul>
2	<p><b>Act as a liaison between academy leaders, staff and parents to aid communication</b></p> <ul style="list-style-type: none"> <li>• Issue letters and emails to parents as requested</li> <li>• Answer telephone calls and emails from parents and respond to face to face enquiries ensuring that GDPR and Safeguarding protocols are adhered to.</li> <li>• Attend and participate in meetings and briefings; taking minutes when required.</li> </ul>
3	<p><b>Assist with all administrative tasks and procedures associated with organising our academy celebration events and parent events.</b></p> <ul style="list-style-type: none"> <li>• Make bookings, organise awards, issue letters and provide data and information for events</li> <li>• Liaise with parents, staff and external agencies</li> </ul>
4	<p><b>Assist with the admissions process</b></p> <ul style="list-style-type: none"> <li>• Maintain the student filing system</li> <li>• Prepare and record incoming and outgoing student files in accordance with our GDPR policies</li> <li>• Assist the Data Manager with new entrant and student leaver admin procedures</li> <li>• Liaise with external agencies</li> </ul>

5	<p><b>Provide administrative support with temporary exclusions</b></p> <ul style="list-style-type: none"> <li>• Update records in the relevant academy systems (SIMS and CPOMS)</li> <li>• Issues letters and emails to parents and staff</li> </ul>
6	<p><b>Run the reward store to ensure that students are able to access appropriate rewards for their behaviour</b></p> <ul style="list-style-type: none"> <li>• Monitor rewards data for students in Class Charts and run weekly subject rewards reports.</li> <li>• Ensure that accurate stock levels of reward items are maintained at all times and order additional supplies as required, submitting purchase orders for products.</li> <li>• Arrange for the distribution of reward items to students</li> </ul>
7	<p><b>Provide cover for the receptionist for lunch break and absence</b></p> <ul style="list-style-type: none"> <li>• Answer the telephone and forward callers to the relevant members of staff in a timely and efficient manner</li> <li>• Greet face to face visitors courteously, answering the intercom system and admitting visitors when required strictly following our GDPR and safeguarding policies.</li> <li>• Process visitors using the sign in system, providing them with a visitor badge and lanyard and notifying the relevant member of staff. Ensure that the correct coloured lanyard is provided based on their DBS status by checking the relevant spreadsheet.</li> <li>• Ensure that students leaving the academy are processed in line with academy policies and procedure</li> </ul>
8	<p><b>As part of the wider administration team, provide support to administrators at busy times and to cover absence.</b></p> <ul style="list-style-type: none"> <li>• Understand the roles of the wider administration team and provide support when required. The administration team also support cover, HR, trips and finance administration.</li> <li>• Provide emergency first aid cover for the medical room, when the Pastoral Medical Assistant is absent.</li> </ul>
<p>This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate.</p> <p>There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.</p>	
<p><b>Date: 10.10.23</b></p>	
<p><b>Additional Information</b></p>	
<ul style="list-style-type: none"> <li>• This post is subject to an Enhanced Criminal Record Check</li> <li>• This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act.</li> </ul>	
<p><b>University of Brighton Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.</b></p>	

## PERSON SPECIFICATION

<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Minimum of GCSE level Maths and English at Grades A* - C (or equivalent)</li><li>• First Aid at Work (3 day course) – training will be provided</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience of working in an administration role within an office or educational environment is essential.</li><li>• Experience of working within an educational environment or with young people is desirable.</li><li>• IT skills, including Microsoft Office (Word, Excel) are essential</li><li>• Experience of working with SIMS would be an advantage, although training would be given</li></ul>
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"><li>• Ability to work under pressure, dealing with conflicting demands and interruptions</li><li>• Ability to demonstrate a high level of accuracy in input and proof checking with enhanced attention to detail.</li><li>• Strong Interpersonal and communication skills, with the ability to form effective working relationships across the Academy.</li><li>• Ability to work in a discreet and sensitive manner demonstrating sensitivity and ensuring confidentiality at all times</li><li>• Ability to work as part of a team as well as unsupervised</li></ul>