

Job Title: Secondary Administrative Officer

Reporting to: PA to the Principal/Office Manager

Grade: 3

Overall purpose of the post:

To provide administrative support to the academy in order to assist in the smooth running of all academy activities.

Main duties and responsibilities:

- Provide a welcoming academy reception, whilst providing confidential administrative and clerical assistance to the academy;
- Assist with internal and external meeting arrangements, including room and catering booking, preparation of agendas and papers, distribution of appropriate papers, and minute-taking as required;
- Undertake filing on a regular basis, ensuring filing systems are kept up to date;
- Administer the academy's postal system, ensuring post is recorded appropriately;
- Assist with pupil first aid, looking after ill pupils and liaising with staff and parents/carers;
- Liaise with parents and medical professionals where required if pupils are unwell;
- Take responsibility for greeting and dealing with visitors to the academy and supporting the Reception at particular times of the day;
- Assist with all areas of data input including: exams, attendance, reporting, census returns, admissions/leavers, exclusions, pupil details, maintaining assessment systems and recording pupils' special needs ensuring that records are up to date;
- Provide reports, as requested, for the Principal, SLT, the Department for Education and other staff, ensuring the provision of accurate and appropriate information to relevant parties;
- Provide administrative support for a range of departments throughout the academy when required;
- Maintain manual and computerised records/management information systems;

Additional Responsibilities

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;

- Respect confidential issues linked to home/students/teacher/academy work following the Trust's GDPR and Freedom of Information Policy;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;
- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the academy policies and procedures at all times;
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the academy.