

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Senior Academy Administrator	Location	Caister Academy
Salary	Scale E, points 7-11, £27,274 - £29,071 (Actual £24,060 - £25,646)	Hours	37 hours, 40 weeks. 08:00 - 16:00, Monday - Friday
Department	Support Staff	Reports To	PA to the Principal

JOB PURPOSE:

Support the Vice Principal and other agreed members of the Senior Leadership Team in a manner that exemplifies the Academy's core values of Ambition, Equity, and Opportunity. Provide effective line management to the Academy Administrators to ensure high-quality administration services are delivered to all stakeholders. Responsible for providing exemplary administration services linked to behaviour, pastoral, trips and visits, social media/website, transition, and events/evenings.

KEY RESPONSIBILITIES AND DUTIES:

- Lead by example, through the:
 - Consistent completion of all tasks to the highest possible standard,
 - Modelling of welcoming, sensitive, and constructive communication, with all stakeholders at all times.
- Lead and manage the administrative and reception staff team:
 - Ensure clear guidance about administrative tasks is provided,
 - Quality assure the completion and standard of administrative work, providing challenge and support to colleagues where appropriate,
 - Utilise flexibility within the administrative team to redirect capacity when required, for example, to focus on specific areas or during especially busy times,
 - Use the performance development process to ensure all members of the administrative team have clear development goals and the support to achieve them.
- Seek to develop your own practice and that of others, through all appropriate mechanisms, including working with other colleagues and attending appropriate career professional development opportunities.
- Recognise personal strengths and areas of expertise, using these to advise and support others where appropriate.
- Seek to represent the Academy and the Trust in the best possible manner at all times.
- Demonstrate consistently high standards of personal and professional conduct:
 - Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school, by;
 - Treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the professional position,
 - Having regards for the need to safeguard students' wellbeing, in accordance with statutory provisions,
 - Showing tolerance of and respect for the rights of others,
 - Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs,
 - Ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.

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- Have proper and professional regard for the ethos, policies, and practices of the Academy, following the Academy's policies at all times.
- Maintain high standards of personal attendance, presentation, and punctuality.
- Support agreed members of the Senior Leadership Team to be as efficient and effective as possible. This may include, but not be limited to:
 - Organising diaries,
 - Providing documents and briefings ahead of meetings,
 - Taking and distributing minutes of meetings,
 - Providing refreshments for visitors and meetings,
 - Creating tracking documents,
 - Drafting letters, reports, and memoranda,
 - Utilise appropriate software for word processing, spreadsheets, and presentations,
 - Contacting stakeholders on senior leaders' behalf,
 - Directing stakeholders appropriately when they wish to contact senior leaders.
- Complete senior level administrative tasks related, but not limited to:
 - Suspensions and Permanent Exclusion documents, paperwork, and data entry,
 - Trips and Visits Management via EVOLVE,
 - Admissions and Transition,
 - Behaviour, Pastoral, and Safeguarding.
- Represent the Academy at and support in the organisation of after school events and evenings relevant to senior leaders, as per the Academy calendar.
- Consistently promote positive student behaviours, for example orderly movement around the site and punctuality, in line with Academy policies.
- Actively engage with students when appropriate, positively reinforcing responsible behaviour and challenging negative behaviour when necessary.
- Consider and support the wellbeing and safeguarding of all students.
- Recognise, reward, praise, and promote student success wherever possible.
- Ensure equality for all students by consistently upholding all school policies relating to student conduct, for example behaviour, mobile phones, uniform, etc.
- Treat information about students and staff with due sensitivity. Adhere to general data protection regulations at all times. Respect confidentiality where appropriate.
- Undertake other duties:
 - Commensurate to the post holder's abilities, position, and grade, as requested by the Principal or line manager,
 - Of a similar nature to those listed above, even if not individually itemised.
- Support the needs of the Academy, taking into account individual strengths and areas for development, by accepting adjustments to the exact remit following annual job description review.
- Understand that the duties specified above are therefore neither exclusive nor exhaustive and may change over time.

JOB REQUIREMENTS:		
	Essential	Desirable
QUALIFICATIONS	• Good English and Maths skills, preferably to GCSE Grade 4 or equivalent.	

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EXPERIENCE	• Previous experience of working in an administration role.	• Previous experience of working in a school environment.
KNOWLEDGE AND UNDERSTANDING	• Organised and efficient administrative skills with the ability to respond well to pressure. • Self-motivated with the ability to work with minimum supervision and organise own workload in the context of varied tasks and meet all deadlines. • Excellent communication skills including verbally, in writing, face-to-face, and over the telephone. • A knowledge of the safeguarding responsibilities of adults working within a school environment. • An understanding and commitment to ensuring complete confidentiality in all matters and adherence to GDPR regulations. • An understanding that this post holder represents the Principal and SLT members and as such, the school in the wider community.	
SKILLS AND PERSONAL ATTRIBUTES	• High expectations of self and others. • Resilience and motivation to deal with day-to-day challenges. • Strong organisational, prioritising, and planning skills, including attention to detail. • Accepts accountability and takes personal responsibility for their own actions. • Ability to build effective relationships with students and staff.	

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	• Strong interpersonal, written, and oral communication skills. • Ability to manage difficult and challenging situations, conversations, and phone calls. • Ability to respond in a crisis or to an unexpected event in a calm logical manner. • Commitment to further training and development. • High levels of discretion. • Good use of Microsoft packages.	
CREATIVE EDUCATION TRUST VALUES	All colleagues are expected to demonstrate the Creative Education Trust values in their work by: • Empowering Ambition: Supporting personal growth, innovation and high performance. • Championing Equity: Promoting fairness, inclusion and high expectations for every student. • Unlocking Opportunity: Helping create access to knowledge, experiences and networks that broaden horizons. These values should be evident in how the post-holder works, collaborates and contributes to the wider Trust community.	
EQUAL OPPORTUNITIES	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity	
SAFEGUARDING	A thorough understanding of up-to-date safeguarding requirements and best practice	
OTHER REQUIREMENTS	High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.