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| JOB DESCRIPTION | |  |
| JOB TITLE | School Administrator (maternity cover) 28.5 hours per week 38.6 weeks per year (Term time plus 3 INSET days) | |
| REPORTS TO | Business Manager | |
| SUPERVISES | N/A | Support SCP7 - SCP11 |

PURPOSE OF THE POST

To support the Academy's vision by providing skilled administrative support to the school and contributing to a culture of high expectations and excellence.

THE ACADEMY VISION

Our vision is:

- To have high expectations and enable everyone to achieve success
- To celebrate high quality learning experiences in all areas of school life
- To be at the heart of the community, and prepare everyone fully for their future lives

MAIN RESPONSIBILITIES

Every single member of staff at the Academy is employed to translate this vision into effective action. For this role their prime responsibilities are as follows:

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| 1. | Assist in the day-to-day smooth running of the school office including aspects of administrative organisation and reception duties when required. |
| 2. | Assist the Business Communications Manager to maintain and update the school website, social media platforms and parent information materials. Take photographs of students and create social media posts and website content. |
| 3. | Where required, provide admin support for different areas of the school, including but not limited to Sixth Form, HR, school transport, school database management and examinations. |
| 4. | Carry out photocopying duties and undertake basic routine maintenance on photocopiers, liaising with engineers as required. Assist with a range of basic financial duties as required and monitor stationery and reprographics stock levels where needed. |
| 5. | Utilising excellent ICT skills across a range of applications, undertake a range of administrative duties, including word-processing, document creation and amendments, creation of learning materials, database inputting and management, and preparation and distribution of letters and electronic communications. Provide admin support to internal departments and teaching staff across the school. |
| 6. | Support the smooth running of all school events. Attend school Open Evenings when required. |
| 7. | Responsibility for safeguarding and promoting the welfare of students. |
| 8. | To undertake any other duties as may reasonably be expected by the Headteacher commensurate with grade and to comply with all whole school requirements in relation to health and safety, professional standards, dress code etc. |