


JOB DESCRIPTION		
JOB TITLE	School Administrator (Maternity cover) 37 hours, 39 weeks – includes 5 days inset	
REPORTS TO	School Administrator	
SUPERVISES	N/A	GRADE 4

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:

1.	To organise, prioritise and deliver all reprographics work so as to facilitate the efficient operation of the school, e.g. in the design, layout and production of school brochures, booklets, newsletters and in the reproduction of a wide range of learning materials, examination papers etc. To ensure all external materials are produced to the highest quality.
2.	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.
3.	To maintain and update the school website and social media under the supervision of the Business Communications Manager.
4.	Advise, train and supervise other members of staff in their use of the reprographic equipment and associated software.
5.	Operate all reprographic machinery (including laminating, binding, badge printer).
6.	To undertake basic routine maintenance on all machines.
7.	To be responsible for the management of reprographic resources, keeping stock of materials, negotiating prices with suppliers, ordering stock and equipment and monitoring and reporting on department use of resources.
8.	Liaise with engineers on the maintenance/repair of all equipment.

9.	Responsibility for safeguarding and promoting the welfare of students.
10.	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.