

Job Description

Post Title	Lead Administrator
Salary Grade	N5
Job Evaluation Code	A5264
Reporting To	Office Manager or Academies Business Support Lead
Responsible for	Administrative Assistants

Job Purpose (including main duties and responsibilities)

- To provide a high quality, efficient and effective administration service within specified academy. To work as part of the administrative team, support the academy in attaining its aims and objectives, by providing and ensuring administrative support to the leadership team. To act as exams assistant and to administer the Evolve system.

Location

- Designated academy. Please note that staff may be rotated to either role to gain skills and experience and to ensure that trust academies have access to this knowledge bank as and when required.

Main Duties

- The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

Lead administrator

- Co-ordinate with Office Manager/Academies Business Support Lead to ensure that all general administration such as letters, forms and booklets including handbooks, induction packs, newsletters, School Development Plan, school policies etc are completed efficiently and to ensure that the information contained within them and on the school's website is kept up to date.
- Take and distribute minutes of Senior Leadership Team and staff meetings as required.
- Organise supply bookings as needed.
- Maintain good practice in relation to the provision of an efficient and effective service within reception area and other administration offices.
- Line manager for administrative staff.
- Being responsible for keeping the Office Manager/Academies Business Support Lead informed of needs and concerns relevant to the work of the administrative staff.
- Budget holder for and oversight of admin office supplies, as delegated.
- Work with the Office Manager/Academies Business Support Lead to prepare a Trust/academy administrative calendar.

Confidential data and Human Resources

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- To work with the Office Manager/Academies Business Support Lead and Trust HR team to maintain an accurate Single Central Record.
- Maintain staff sickness absence records as required.
- Co-ordinate with Office Manager/Academies Business Support Lead to ensure confidential secretarial, administration and clerical duties relating to all aspects of the Headteacher's work including management of diary, correspondence, records, databases for whole school events, exclusions and personnel work.

Facilities, Health and Safety and Site Management

- Be responsible for the general security in the school office.
- To be day to day contact for health and safety issues and repairs and maintenance issues. To liaise with site managers and Office Manager/Trust Premises officer on site issues.
- To co-ordinate the academy's minibuses with regard to servicing, repairs and maintenance etc and to work with Office Manager with regards to approved drivers for the academy and maintenance of records.

School Operations and Communications

- Manage manual and computerised records and information systems, in order to maintain a comprehensive, up to date paper and electronic filing and information system, using standard reports, various software and respond to ad hoc queries where appropriate
- To complete statutory returns e.g. census, staff workforce census.
- Receive and deal appropriately with all incoming electronic communications into the academy email account. Use judgement to re-direct them or manage them on behalf of the Headteacher.
- Assist the Office manager/ Academies Business Support Lead to ensure the administrative function including the admin and ICT facilities, academy reception, reprographics, records and telephones etc.
- Generate correspondence and reports of a routine nature. Completion of forms and returns required by Department of Education and other external agencies.
- To respond to complex enquiries, verbally and in writing, arising from a variety of sources and decide on subsequent action including drafting responses on behalf of the Senior Leadership Team/Office Manager, having undertaken appropriate research.
- Under the guidance of the Trust Exams Officer, manage the administration of both public and internal examinations systems and to supervise the conduct of examinations in accordance with the regulations issued by the Joint Council for Qualifications (JCQ).
- Under the guidance of the SENDCO and senior leaders, manage the administration of Education Health Care Plans (EHCP), including supporting with arranging meetings, sharing sensitive information and collating data

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Support for the Academies & Trust

- Be aware of and support students with varying needs and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the Trust.
- Establish constructive relationships and communicate with other agencies/professionals to support achievement and progress of pupils/students.
- Promote the academy/trust equal opportunities policies in all aspects of employment and service delivery.
- Assist in maintaining a health, safe and secure environment and to act in accordance with the academy's policies and procedures.
- Other duties commensurate with the grade of the post as required by the PLT Chief Executive Officer or Headteacher.
- The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.

General Information

The academy will endeavour to make any reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but in consultation with you may be changed by the CEO to reflect or anticipate changes in Prosper Learning Trust priorities or the job commensurate with the job grade and title.

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PERSON SPECIFICATION –

Method of Candidate Assessment: A = Application
I = Interview
R = Reference

Essential	Desirable	Assessment
Skills, knowledge and aptitudes		
Good organisational skills	Well-developed IT skills, including the ability to take minutes	A, I
Ability to prioritise workload effectively to meet deadlines		A
Excellent communication and inter-personal skills		A, I
Ability to communicate effectively with all stakeholders		A, I
Excellent problem solving skills		A
Ability to use initiative and judgement and work autonomously		A, I
Ability to maintain confidentiality		A, I
Proven tact and diplomacy skills		A
Qualifications and training		
GCSEs grade 5-9 or equivalent (for example Grade A-C) in Maths and English		A
Experience		
Experience of working with Microsoft packages including word, excel and power point	Experience of working in Office Manager role which involved line management of staff.	A
Experience of delivering high quality customer service	An understanding and knowledge of the key principles of school based administration.	A, I, R
Administrative experience gained whilst working in a multi-academy trust/schools or educational setting		A, R
Knowledge and experience of exams administration and management		A
Personal qualities		
A supportive and co-operative team member with a flexible approach	Ability to work outside normal trust hours if the need arises	I, R

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Highly motivated showing resilience and reliability		I, R
Essential	Desirable	Assessment
A positive attitude and commitment to equality		A, R
Ability to manage own time well to meet competing demands		R
Ability to travel to trust academy locations as required		A
Special requirements		
Commitment to the protection and safeguarding of children and young people	Have an up to date knowledge of relevant legislation and guidance in relation to safer working practice for those staff working with children and young people in an education setting	I

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