|  |
| --- |
| **POST TITLE: ADMINISTRATOR** |
| **OVERALL PURPOSE OF THE POST** |
| Reporting to the Administration Manager, the Administrator will provide a highly professional and efficient service, providing a first point of contact for welcoming students, parents/carers, and other visitors to the academy, as well as dealing with queries and other communication as required. S/he will maintain a secure, friendly and efficient environment in support of staff, students, parents/carers and the wider community, including provision of visitor hospitality as appropriate. The post-holder will need to be capable of working with minimum supervision at key times, and as well as reception duties, the role will also provide general administrative support to the wider needs of the academy. |
| **MAIN DUTIES AND RESPONSIBILITIES** |
| **ADMINISTRATION**   * The processing of incoming and outgoing general email and postal mail – ensuring both are directed in a timely manner to the relevant person in academy * When requested by appropriate academy personnel, to contact parents / carers by letter, telephone or electronically to provide information relating to the academy or individual students * Updating and maintaining academy records which may include registers, student database etc * Providing support for the organisation of meetings as required, e.g. room booking, setup, refreshments etc * To undertake general administration duties, which would primarily but not exclusively include: word processing, filing (manual and electronic), processing of mail and email, minute taking, photocopying, receiving and making telephone calls, support for the organisation of meetings (such as room bookings, refreshments etc) * Maintenance of free school meals records * Operate uniform/snack/other ‘shops’ within the school. * Preparation and distribution of bulletins and other communications as required * Taking photographs and production of ID cards for new students or staff * Providing cover for the main reception of the Academy as and when required * To contribute the organisation and administration of School and Trust events inclusive of parents’ evenings, school events * To provide trip leaders with administrative support for educational trips and visits including checklists; letters and texts to parents/carers; booking coaches from the approved providers and compare for best price; arrange the necessary equipment for each trip, eg: school mobile phones, medical bag etc; navigate and update Evolve as required * Under the direction of the Personal Development Co-ordinator, undertake a key role in assisting in the planning of work experience placements, securing placements through liaison with employers, completion of relevant placement documentation including health and safety assessments, monitoring and validation of student hours and work experience on data systems.   **FIRST AID**  **To act as the lead in providing First Aid duties, including:**   * To administer medication to students as directed by parents; ensuring that the necessary consent forms/logbooks are completed and kept up-to-date * Administering first aid and dealing with students who become sick or require first aid during the Academy day * To order stock and maintain medical supplies for the Medical Room and departmental first aid kits * To inform parents whenever a student has a head injury or any other major injury * To liaise with the school’s local Health Centre and dental practitioner and organise any resultant checks/vaccinations arising from this   **RECEPTION**   * To provide a highly professional first point of contact for the academy on visitor or student reception * To answer incoming telephone calls in a timely and effective manner, directing calls and or taking messages as appropriate * To meet and greet all persons in a professional, polite and friendly manner– this will include parents / carers, students, general visitors, delivery personnel, contractors etc., mindful of safety and security of the whole academy community * To ensure visitors are allowed access to the site without delay, following all relevant systems, including our required signing in procedures and provision of identification badges, prior to them proceeding further onto the academy site * To act as the first point of contact for students requiring assistance in the school. Ensure that students who report to reception are dealt with in the required manner. Student reception will be staffed during all busy periods including before and after the normal school day, during breaks and lunchtimes. To deal professionally with telephone calls relating to student related matters in a timely and effective manner, directing calls and or taking messages as appropriate * To efficiently and accurately relay information, messages etc. provided by visitors and telephone callers to the relevant person(s) in the academy * To respond appropriately to student enquiries * To ensure reception area is welcoming and maintain its general tidiness * Provide refreshments for visitors as required   **REPROGRAPHICS**   * To carry out duties ensuring all photocopying and printing tasks are completed in a timely manner * Liaise with IT Support and external organisations to ensure that reprographics machines and general MFD’s are maintained and kept in use as much as possible. Arrange repairs where required to malfunctioning reprographics equipment * Ensure that student and staff printing is supported where problems arise. Control the addition of new members of staff and students on to the printing system and removing those people who have left. Ensuring that all printing is accounted for and that the Finance Department is provided with month end reports ensuring that recharges are made to faculties for the cost of their printing * To ensure that there is sufficient stock available for technicians and other nominated members of staff to fill up MFDs around the building with paper when required * To keep up-to-date master copies and replenish the standard form trays   **GENERAL DUTIES AND RESPONSIBILITIES**   * To maintain the confidentiality of the working environment * Promote the aims of the Trust * Support and maintain a positive working environment between colleagues across the academy * Monitoring of students during lunchtime – where required this may involve a 15 minute ‘duty’ and could include helping to ensure that students enter the dining halls in a safe and orderly fashion, supporting behaviour on academy corridors or generally across the academy site during lunchtime. * To undertake training as required * To be familiar and comply with all relevant Health and Safety, Management of Risk, Operational, Personal, Data Protection and Financial Regulations policies and procedures. * To understand and comply with procedures for the emergency evacuation of the academy |
| **OTHER** |
| All ACET staff are expected to:   * Appropriately maintain the confidentiality of the working environment; * Promote and support the aims, ethos and vision of the academy/trust; * To comply with all ACET policies and procedures; * To comply with all statutory guidance as relevant for their role, including the Health and Safety at Work Act 1974; * Work in a flexible manner, undertaking any reasonable duties commensurate with the salary and grade of the post. * Work in other ACET academies, as required (with travel payment if appropriate).   *The purpose of this job profile is to provide an overview of the duties and responsibilities involved in this role, however it is not intended to be exhaustive. In consultation with the post holder, this profile may be reviewed and could be subject to change during the course of employment.* |