

Administrator

The Administrator plays a crucial role in ensuring the smooth and effective operation of all aspects of the academy's administrative functions. This position is central to proactively supporting the development of a dynamic learning community by delivering efficient and accurate administrative services that meet the diverse needs of every stakeholder. You will be instrumental in maintaining organised systems, facilitating communication, and contributing to the overall positive ethos and aims of the academy.

Core Purpose

The core purpose of the Administrator is to provide high-quality, diverse administrative support across the academy, ensuring that all correspondence, reports, and documentation are well-presented, accurate, and produced efficiently. This role is essential in supporting various academy processes, from admissions and exclusions to health and safety, and in maintaining vital student records. By demonstrating meticulous attention to detail and a proactive approach, the Administrator contributes significantly to the seamless daily functioning of the academy and the positive experience of students, parents, and staff.

Key Areas of Responsibility

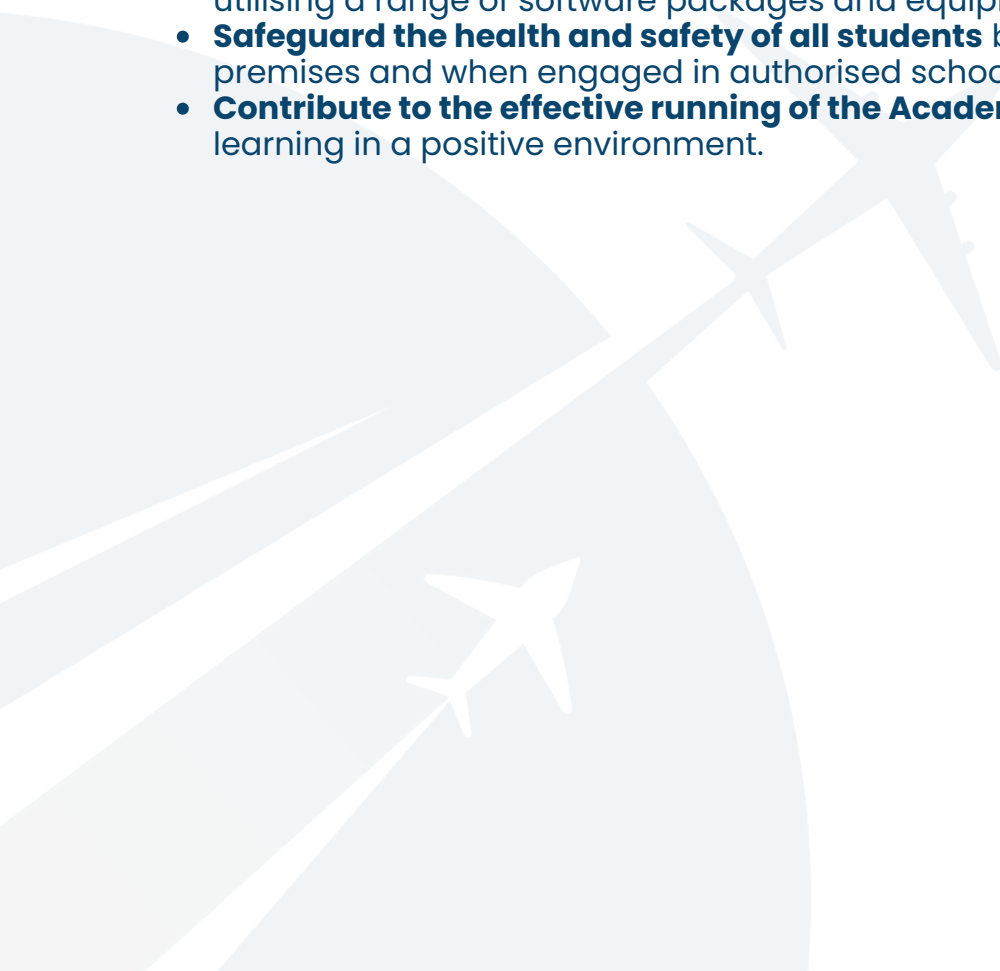
1. Administrative Operations

- **Undertake a diverse range of administrative duties** within the Academy, ensuring all correspondence, reports, and other documentation are well-presented and accurate, as directed by the Office Manager.
- **Act as a lead administrator** on the Academy's ParentPay system, ensuring the accurate inputting of data to the highest levels of precision.
- **Prepare agendas and meticulously type minutes** of meetings for senior staff, ensuring clarity and accuracy.
- **Assist the Office Manager with the comprehensive administration** of events associated with the Academy, ensuring smooth execution.
- **Provide support with all aspects of the Admissions process** as directed by the Office Manager, contributing to a welcoming experience for new families.
- **Assist with other administrative processes**, including those related to Exclusions and Policy watch, ensuring compliance and timely updates.
- **Be prepared to take minutes for Academy briefing meetings**, capturing essential information accurately.
- **Assist with providing cover for administrative staff absence** in Colleges or within the Academy where appropriate, demonstrating flexibility and teamwork.

- **Provide cover on reception in case of emergencies**, ensuring a continuous point of contact for visitors and callers.
- **Share responsibilities for maintaining Student Data Checking sheets**, ensuring records are current and accurate.
- **Share responsibility for updating Student Health Care Plans**, ensuring vital information is accessible and up-to-date.
- **Share responsibility for dealing with unwell students**, which includes making phone calls to parents/carers and managing students on medication, ensuring appropriate paperwork is checked.
- **Undertake general filing, copying, and shredding as required**, maintaining organised and confidential records.

2. Professional Development and Values

- **Take responsibility for personal professional development**, continuously seeking opportunities to enhance skills and knowledge relevant to administrative best practices.
- **Participate, as appropriate, in the Academy's professional development programme**, engaging in learning opportunities.
- **Engage actively in the Performance Management Review process**, evaluating personal performance through self-evaluation and learning from the effective practice of others and from evidence.
- **Provide a positive role model** through personal and professional conduct, upholding the academy's values and ethos.
- **Work collaboratively** as a member of designated teams, contributing positively to effective working relations within the Academy.
- **Be proficient in the application of literacy, numeracy, and ICT skills**, utilising a range of software packages and equipment effectively.
- **Safeguard the health and safety of all students** both on the Academy premises and when engaged in authorised school activities elsewhere.
- **Contribute to the effective running of the Academy** and actively promote learning in a positive environment.



Person Specification – Administrator

This section outlines the essential and desirable attributes for the Administrator role:

Qualifications and Training

Essential:

- Educated to GCSE level standard or equivalent (English and Maths A*-C grade or equivalent).

Desirable:

- Recognised qualification in business administration, office skills, or a related field.
- Training in specific administrative software or systems (e.g., ParentPay, MIS systems).

Knowledge and Understanding

Essential:

- Strong verbal and written communication skills, appropriate for effective interaction with colleagues, students, parents/carers, and other professionals.
- Ability to work constructively as part of a team, demonstrating an understanding of school roles and responsibilities, including one's own.
- Good standard of numeracy, literacy, and data skills, with the ability to absorb and understand a wide range of information.
- Ability to use a range of ICT packages and equipment effectively, demonstrating proficiency in common office software.
- Awareness of safeguarding principles and procedures within an educational context.
- Understanding of the importance of confidentiality and data protection in handling sensitive information.

Desirable:

- Knowledge of school administrative processes, such as admissions, exclusions, and policy management.
- Familiarity with health and safety regulations relevant to an office environment.
- Understanding of basic financial procedures in an administrative context.

Experience

Essential:

- Essential:
- Experience of undertaking a diverse range of administrative duties in a busy office environment.
- Experience of maintaining accurate records and producing well-presented documentation.

- Experience of using a range of ICT packages for administrative tasks.

Desirable:

- Experience of working in an educational setting or similar public-facing environment.
- Experience as a lead administrator on a specific system (e.g., ParentPay).
- Experience in preparing agendas and taking minutes of meetings.
- Experience of providing reception cover or dealing with public enquiries.
- Experience in managing student data or health records.

Skills and Abilities

Essential:

- Ability to build and form good relationships with students, parents/carers, and colleagues, fostering a positive and collaborative atmosphere.
- Strong verbal and written communication skills, enabling clear and effective interaction with diverse audiences.
- Good standard of numeracy, literacy, and data skills, with the ability to absorb and understand a wide range of information.
- Ability to use a range of ICT packages and equipment effectively, demonstrating proficiency in common office software.
- A methodical and accurate approach to work, ensuring precision in all tasks.
- Aptitude and desire to work collaboratively and flexibly, supporting others within a team.
- The ability to work effectively without supervision where appropriate, demonstrating initiative and reliability.
- The ability to work flexibly, prioritise tasks, multi-task efficiently, and perform well under pressure.
- Excellent literacy and numeracy skills, essential for producing high-quality letters, reports, presentations, and documents.
- The ability to generate statistical information from monitoring and evaluation systems/procedures.
- The ability to communicate effectively with professionals, parents, and staff, adapting communication style as needed.

Desirable:

- Proven ability to take initiative and adopt a creative approach to problem-solving.
- Demonstrated ability to deliver to given timelines and targets consistently.
- Strong analytical skills for understanding and interpreting data.
- Ability to train or guide others on administrative processes.

Personal Qualities

The Administrator will be a **highly organised** and **meticulous individual**, possessing a **calm and diplomatic approach** to all tasks and interactions. They will demonstrate **exceptional discretion and integrity** when handling confidential information, fostering trust across the academy community. This role calls for a **proactive and adaptable professional** who **thrives on efficiency** and **takes genuine pride in their work**, consistently seeking to enhance and develop their skills. They will be a **reliable and resilient team player**, committed to the highest standards of child protection and safeguarding, and will **embody a strong sense of personal responsibility** for health and safety. Their **unwavering commitment** to the academy's ethos and its entire community will be evident in their **dedicated and positive contributions**.

Safeguarding of Students and Duty of Care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document](#) (Department of Education).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

