



Hayesbrook Academy

Job Description

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| Job Title: | Administrator |
| Hours: | 18 hours per week |
| Basis: | 39 weeks (Term time + 1 week of INSET) |

Purpose of the Role

To provide an efficient administrative service to all academy staff.

Main Duties

- Receive and respond to telephone calls from parents/carers and external agencies, taking appropriate action and/or referring to other members of staff where necessary.
- Prepare and issue letters, emails and texts to parents/carers and other agencies ensuring attention to detail.
- Prepare and issue general ad hoc school communications using the School Comms system.
- Administer medication and first aid as and when required, ensuring all incidents and interventions are documented accordingly and first aid supplies are regularly checked and re-stocked.
- Provide administrative support for fixed term exclusions.
- Ensure timely and efficient administrative support for consultation evenings, curriculum evenings, celebration assemblies, reward breakfasts and other ad hoc reward events.
- In conjunction with SLT members and student managers, assist with the planning, coordination and administration of taster events.
- In conjunction with the SENCO and Office Manager, provide administrative support and maintain information relating to students with medical needs and IHPs as detailed within the supporting pupils with medical needs policy, ensuring details are regularly reviewed and updated accordingly.
- Produce the academy termly newsletter, liaising with staff accordingly to ensure content is reflective of academy activities and that distribution is timely.
- Develop and maintain both manual and computerised systems and processes.
- Maintain and update the Academy website under the direction of the Office Manager.
- Provide cover for reception and undertake all reception tasks during peak times.
- Provide day to day support and guidance to reception and admin colleagues; determining priorities accordingly.
- Maintain and update displays around the academy, and support academy staff with their classroom displays to ensure they are presentable, relevant and up to date at all times.
- Any other ad hoc tasks to support the Office Manager when required.

Reprographic Duties

- To provide an efficient reprographics service to all staff including, (but not limited to): photocopying, scanning, binding and laminating.
- Provide administrative support to the exams officer during all exam weeks, including PPEs, to ensure the varying needs of all students are met.

- Undertake regular stock checks to ensure stationery, paper and reprographic supplies are available and ordered as required.

General Administrative Duties

- Provide administrative support to the Principal, Leadership Team and other academy staff including: drafting and issuing letters, liaising with parents and external agencies, taking minutes at meetings.
- Filing, photocopying, scanning and shredding.
- Hospitality and refreshments for meetings and events.
- Supporting other members of the admin team.
- Any other reasonable request from the Office Manager.

Expectations and Obligations

- Follow Health and Safety requirements and initiatives as directed.
- Ensure compliance with the General Data Protection Regulations.
- At all times operate within the Trust's Equality policies.
- Commitment and contribution to improving standards for pupils as appropriate.
- Contribute to the maintenance of a caring and stimulating environment for young people.
- The Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment.

Personal Attributes

- A commitment to the vision, values and ethos of the Academy and the Trust
- Flexible, adaptable with a 'can do' approach
- Energy and clear sense of purpose
- Able to work in a highly reactive environment
- Ability to communicate clearly and assertively
- Strong attention to detail
- Be a confident user of IT systems, including Word and Excel
- Calm, patient and unflappable under pressure
- A considerate and supportive team player
- Resilient
- The ability to work independently on projects and within a small team
- Friendly and approachable
- A sense of fun

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.