

## Job Description

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**Job title:** Senior Administrator  
**Reports to:** Principal  
**Location:** Leigh Academy Rainham

### Job purpose

- To actively promote our shared vision and values;
- To provide highly effective administrative support to the Office and Data Manager, School Office and Senior Leadership Team;
- To prioritise and manage a varied and complex workload;
- To observe strict confidentiality in relation to all matters;
- To demonstrate a commitment to, and an up-to-date knowledge of relevant legislation and guidance in relation to the protection and safeguarding of children and young people;
- To ensure equal access and opportunities for students and staff in the school.

### Key Responsibilities

#### Student Admissions

- To manage the student admissions process for year 7 and all other in year admissions , recording and monitoring new admissions, liaising with the Local Authority regarding student transitions.
- Record new admissions and respond to the Local Authority as necessary;
- Track and monitor student admissions and available vacancies;
- Respond to admissions enquiries on behalf of the Academy Leadership Team, adhering to the admissions guidance and current vacancies;
- Liaise with the Local Authority and Academy Leadership Team as appropriate for all admissions;
- Ensure all admissions documents are stored and filed securely.
- Manage and coordinate all year 7 appeals and other in year appeals with external clerking companies to agree dates, and support the Principal with appeal statements and assembling all necessary paperwork for the clerking company and academy .
- Manage and coordinate waiting lists to ensure the school remains at PAN at all times throughout the year
- Use the government school to school system download and upload all student information into the Management information system.
- To oversee administration of the year 6 transition process including, but not limited to, coordinating primary school visits, transition information tracker, student file collection and storage, transition events and correspondence with parents and carers, updating the transition website
- Management and overall responsibility of the admissions system, Applica, to oversee student enrolment for year 7 and in year admissions.
- Support principal with the Fair Access Panel process administration and liaising with the local authority where appropriate
- Responding to all admission queries on behalf of the academy.
- Oversee and work with the Trust IT team to ensure the Academy admissions webpages are up to date at all times.

- Liaise with the Inclusion team over applicants who have an Education and Health Care Plan (EHCP) or special educational needs or English as an Additional Language or are referred through the Medway Fair Access Panel.
- Liaise with relevant staff to ensure that on-roll and off roll dates are clear and and student details are added and removed correctly to the school Management Information System to ensure that records are correct at all times.
- Oversee all leavers, ensuring that correct documentation is completed and sent to all relevant stakeholders, and coordinate meetings to take place where necessary.

### **Suspensions and Exclusions**

- To prepare suspension letters and forms and exclusion packs;
- Ensure students individual behaviour logs on Bromcom are updated following all suspensions and exclusions to accurately record exclusions for the school's pupil census
- Ensure all suspension and exclusion paperwork is shared with relevant stakeholders including parents, local authority inclusions, governors, trust and where relevant social services
- Organise reintegration meetings and where appropriate minute these.
- Ensure all administration for governor panel hearings is completed and liaise with trust to organise such events.

### **Medway Test**

- Attend all necessary Medway Test training with the local authority
- Liaise with the local authority to coordinate the Medway Test at Leigh Academy Rainham and oversee these on the days allocated to the tests (NB this is one weekend in September paid by the local authority)
- Lead on coordinating invigilators and test marshalls for the event and ensure they have received necessary training.
- Oversee any access arrangements for students where awarded
- Liaise with the estates team to coordinate site setup for the tests
- Oversee the receiving of test papers and their return to the LA.
- Oversee time sheets following event for staff involved

### **Administration**

- To prepare reports using a range of data sources to inform the Senior Leadership Team in various aspects of the day-to-day running of the school;
- To coordinate multiple electronic diaries and manage meeting room bookings
- To communicate professionally and highly effectively with external stakeholders by answering switchboard calls;
- To cover reception as required;
- To advise and assist parents with urgent sensitive issues as required;
- To assist the Office and Data Manager in the collation and preparation of management information and reports;
- Format letters and documents in the Leigh Academy Rainham house style ensuring that everything is accurately proofread, following the agreed communications process;
- To maintain accurate electronic filing systems;
- To carry out any other duties in line with the responsibility level of the post.
- Oversee relevant mailboxes to include, but not limited, info@ and admissions@.

### **School Ethos**

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post;
- To complete first aid training to support all members of the community
- To engage actively in the performance development process (On Track), addressing performance expectations set in conjunction with the line manager during the autumn modules each academic year;
- To participate in training and other professional development learning activities as required;
- To promote equal opportunities and celebrate diversity in all aspects of the school;
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example;
- To support and attend school events such as Open Evening/Transition Evenings, as requested;
- To actively promote the school's and trust's corporate policies;
- To adhere to the school's Dress Code;
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate;
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the Department for Education Guidance 'Keeping Children Safe in Education and the school's Safeguarding/Child Protection policies;
- To be aware of and comply with all school and Trust policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. The job-holder will ensure that school policies are reflected in all aspect of their work, in particular those relating to:

- 1) Equal Opportunities
- 2) Health and Safety
- 3) General Data Protection Regulations (2018) and Data Protection Act (2018)
- 4) Safeguarding children

### **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.