

Job Description



Job title: Administrator
Reports to: Office Manager
Location: Snowfields Academy (Cranbrook College)

Role Purpose:

Assisting the Office Manager by providing efficient administrative support to the main academy office and ensuring all stakeholders' needs are met, both internal and external. To promote the school in a positive manner at all times to staff, pupils and visitors.

Key Responsibilities

- Assist the Office Manager with day to day school administration tasks and ensure deadlines are met. Key tasks but not limited to:
 - Preparing meeting files in preparation for Annual Review meetings and attend Annual Review meetings if requested, taking notes for the Chair
 - Produce reports from the MIS when required by the Office Manager or SLT
 - Assist with maintaining all student paper/ electronic records, EHCP's, IHPs and absenteeism, ensuring they are secure, up-to-date and that confidentiality is a priority at all times, ensuring compliance with GDPR.
 - Maintain systems ensuring the data is accurate, liaising with staff/ parents/ external providers accordingly to resolve any issues i.e. Bromcom, parent pay, school cloud.
 - To help produce the student progress and written reports
 - Assist with booking meetings and organise hospitality and refreshments for meetings and events
- Support the Exams Officer to arrange the logistics of internal and external exams at Cranbrook College and the receiving and storing securely all exam papers
- Support the Admissions Officer assisting with administrative admission tasks for Cranbrook College i.e. arranging tours, assisting with admission enquiries, maintaining information centrally relating to EHCP's, students with medical needs and IHPs.
- Cover the Reception staff for breaks and any absence, and assist if necessary during peak times
- Ensure the necessary checks are carried out before visitors are allowed on site and that any documentation and the SCR remains confidential at all times.
- Carry out any other duties commensurate with the grade and general responsibilities of the post.
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Person Specification

- Excellent organisational and planning skills with outstanding attention to detail
- Demonstrate a high level of initiative and decision making
- Computer literacy in Google applications, MS Word and MS Excel
- An understanding of working with systems would be beneficial
- To provide a role model through their personal and professional conduct
- To be able to engage with students in a mature and professional manner
- Ability to prioritise own workload
- Committed and enthusiastic
- Excellent attendance and time-keeping record

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.