

Job Description

Job title: College Administrator
Reports to: Head of College
Location: Mascalls Academy

Job purpose

To provide full and administrative service within the college and provide assistance to students where appropriate.

General responsibilities

- Undertake a diverse range of administrative duties within the college, to ensure well presented and accurate correspondence, reports and other documentation as directed by the Principal, Assistant Principal or Director of Learning.
- To answer internal and external calls for the college. To deal effectively and professionally with callers at all levels. Process messages to staff and students via voicemail, written communication, email, or if necessary to personally deliver urgent messages to staff/students.
- Accountable for confiscated items. Ensuring that items are logged, kept safe in the college office and signed for when collected by students.
- To send round robins requesting information for students as requested by the Director of Learning/Principal.
- Responsible for dealing with unwell students. To include: - Phone calls to parents/carers - Dealing with any student on medication, checking appropriate paperwork - Escorting student to main office if being sent home - Reporting any pastoral issues to the key members of staff
- Will be required on occasions to take minutes for College/Academy meetings.
- Will be required on occasions to act as support on school trips.
- To assist the Behaviour Support Mentors with the administration of events associated with College
- To assist with providing cover for support staff absence in other colleges or within the Academy where appropriate.
- General Filing, copying and shredding as required.
- Provide relief cover on reception in case of emergencies
- Daily collection of post from the main office for college.

In addition you will be expected to undertake specific duties relating to position of College Administration Assistant;

- To provide an administrative service for Directors of Learning. To include: - Typing of letters to parents - General department typing - Telephone liaison
- Taking of minutes for department meetings - Research for departments - Maintain up to date setlists - Issuing and collection of cover work - Preparation of orders and check deliveries
- Accountable for Trips Process which will include inputting details onto trips database, notifying KCC insurance and informing them of all details of trip. Notifying Attendance Office, Canteen and produce a list for the staff room

- Willingness to lend a hand in the wider community where needed.

The above duties are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. 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 at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties.

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

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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.