

Job Description

Job title: College Administrator
Reports to: Head of College
Location: Leigh Academy Rainham

Job Summary

Ensure the effective administration of all aspects of college systems and processes, supporting the college leadership teams, college students and college families. Ensuring high quality communication with all college stakeholders as the single point of contact for college matters raised with the academy and supporting administration for all college events.

Main Duties

- Oversee the College mailboxes and phone calls and forward correspondence to appropriate members of the team, ensuring all queries are responded to.
- Managing college filing systems, ensuring that for all new starters and offrolled students files are received and sent on accordingly and completing referral forms for in year admissions.
- Monitor Patrol Callouts for the College Leadership team
- College Attendance Calling for college absences, providing support to the attendance officer at a college level.
- Produce, format and disseminate any College Letters required from the senior leadership team
- Undertake diary management and administrative tasks for the College Leadership Team. Ensure appointments and meetings are scheduled in a timely manner and with the appropriate members of staff.
- Contacting home on behalf of leaders and SSMs regarding incidents, sanctions, attendance concerns and illnesses.
- Supporting leaders and SSM by logging and recording behavioural events, and completing any additional administration associated with college behaviours for example round robins, suspension, managed move and AP letters, documentation for the local authority, preparing governance panel packs and filing.
- Liaising with families to respond to complaints, respond to queries on behalf of leaders, book parental meetings, preparing necessary paperwork for these, and where necessary minute meetings for leaders e.g. reintegration meetings
- Reviewing college behavioural data weekly in order to make recommendations for interventions for students to leaders e.g. identifying student to go on behavioural reports and then logging these on the MIS
- Where appropriate support SSMS / SG for college students with referrals to external support systems such as school nurses and organising meetings with external stakeholders
- Quality assure and proofread all correspondence produced from all staff including at SLT level, ensuring that a corporate style and font is introduced and maintained.
- Arrange the purchase of supplies and services for the college and general administration and ensure deliveries are checked and any discrepancies are taken up with the Finance Manager.
- Ensure that the administrative budget is managed efficiently on a day-to-day basis.
- Ensure that all records held in the Academy main office and college offices are secure and that confidentiality is a priority at all times.
- To oversee pupil medical matters as necessary for the college for example medical healthcare plans for students
- Support SSMs by auditing, checking and restocking resources in the student services cloakroom
- Administer a document storage system for the College. Ensure that all users are fully trained and keep records up-to-date.
- Working with the member of staff responsible for admissions to support new students into the College.

Additional Activities may also include but are not restricted to:

- Supporting the College Leadership team with any of their whole school responsibilities
- Undertaking any additional whole academy administration and ensure deadlines are met for the College Leadership team

Review of Job Description

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 Business Manager. 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.

Academy Ethos

- To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example
- Support the Academy in meeting its legal requirements for worship
- Promote actively the Academy's corporate policies
- Comply with the Academy's health and safety policy and undertake risk assessments as appropriate

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.