

Job Description

Job title: College Administrator
Reports to: Head of College and PA to Principal
Location: Leigh Academy Minster

Job Purpose

To provide highly effective coordination of the academy office, supporting both the Head of College and PA to the Principal, and Senior Leadership Team with whole academy operations and administrative systems and processes. To proactively support the development of a dynamic learning community through effective delivery of administrative services to meet the needs of every stakeholder.

Academy Administration

- Oversee relevant mailboxes and phone lines to ensure that all necessary communications are responded to by the relevant members of staff in a timely manner and are responded to
- To coordinate multiple electronic diaries and manage meeting room bookings
- To advise and assist parents with urgent sensitive issues as required
- Format letters and documents in the Leigh Academy Minster house style ensuring that everything is accurately proofread and follows the agreed communications process
- To maintain accurate paper and electronic filing systems
- Overall responsibility for the storage of student files ensures that confidentiality is a priority at all times
- Administer and be able to navigate all academy systems such as ParentPay, Bromcom, Free School Meals, Uniform websites, MIS systems etc.
- To support the PA to Principal with the maintenance and accuracy of the Management Information System

College 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 academy
- Support the College Leadership team with any of their whole school responsibilities for example Teaching and Learning Monitoring, Suspensions, Trips, Rewards, Behaviour, Inclusion and Co-curricular activities, new staff induction, Newsletters, Survey data analysis, Cover
- 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
- Attendance Calling for student absences, providing support to the attendance officer within the College
- 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.
- Working with the member of staff responsible for admissions to support new students into the College.
- Monitor Patrol Callouts for the College Leadership team

- To ensure that all students are in the correct uniform and to follow up any concerns with students/parents

Suspensions

- To prepare suspension letters, forms and packs
- Ensure students' individual behaviour logs on the Management Information System are updated following all suspensions to accurately record exclusions for the academy's pupil census.
- To liaise with College teams to ensure all paperwork is collated accurately and within a timely manner
- Ensure all suspensions are reported to the Local Authority
- Ensure all suspension and exclusion paperwork is shared with relevant stakeholders including parents/ carers
- Organise reintegration meetings and where appropriate minute these

ParentPay

- Responsible for setting up and maintaining ParentPay accounts, ensuring smooth operation of the system, and resolving issues as they arise.
- Promoting the use of ParentPay to reduce cash handling and encourage parents to adopt the cashless system
- Maintaining accurate records of pupil data, meal preferences, and other relevant information
- Generating reports on payments, expenses, and other financial data.
- Providing financial and administrative support for school trips, enrichment activities, and other events, ensuring payments are processed correctly
- Communicating with parents, students, and staff regarding ParentPay, payments, and school activities.

Parents Evenings

- Set up and maintain the online booking system supporting the Assistant Principal, ensuring it's user-friendly and accessible to parents/ carers
- Draft and send out letters or emails to parents about the Parent's Evening, including information on booking and event details
- Assist with catering, room arrangements, and other logistical aspects of the event
- Handle queries from parents regarding the booking system and event details
- Maintain accurate records of bookings, attendance, and other relevant information
- Liaise with staff to ensure the event runs smoothly.
- Monitor booking deadlines, chase outstanding bookings, and address any late changes

Other duties

- Maintain confidential and comprehensive records of all work undertaken
- Attend meetings relating to a range of pastoral needs of students as directed
- To support and attend academy events such as Open Evening/ Transition Evenings, as requested
- Undertake whole academy administration and ensure deadlines are met
- Assist the administration team with various administrative duties including photocopying, scanning, shredding and filing, and distribution of correspondence and marketing mailshots
- To oversee pupil medical matters as necessary
- To assist with providing cover for support staff absence in other colleges or reception where appropriate

- To support the PA in the management of efficient academy systems and processes including supporting all other administration staff

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.