

Job Description

Job title: Administrator
Reports to: Office Manager
Location: Ebbsfleet Academy

Leigh Academies Trust places learning at the center of every endeavor. Each member of the Ebbsfleet Academy community, through their actions, seeks to promote positive and effective learning for all.

Job purpose

- To provide full and administrative service within the academy and provide assistance to students where appropriate

General responsibilities

- Undertake a diverse range of administrative duties within the academy, to ensure well-presented and accurate correspondence, reports and other documentation as directed by the SENCo, Senior Leadership Team and Office Manager.
- To answer internal and external calls for the Academy. 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.
- Provide a general administrative function for school trips and events using Parent Pay.
- Provide cover for reception during lunch breaks, busy periods and periods of absence.
- 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 reception if being sent home
 - Reporting any pastoral issues to the key members of staff
- Will be required on occasions to act as support on school trips agreed via the Office Manager.
- To assist with the administration of events associated with the Academy.
- To assist with providing cover for support staff absence within the Academy where appropriate.
- General Filing, copying and shredding as required.
- Reprographics support.
- To assist with marketing of the Academy, via support with maintenance of the website content, social media content and production of advertising materials.

Annex A

In addition, you will be expected to undertake specific duties relating to position of Administrator;

- To provide an administrative service. To include:
 - Typing of letters to parents
 - General department typing
 - Telephone liaison
 - Research for departments
 - Preparation of orders and check deliveries

- Accountable for Trips Process which will include inputting details onto trips database, Notifying Attendance Office, liaising with Canteen for Free School Meals and producing an attendance list for the staff.

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
- 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

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.