

Job Description

Job title: Administrator (Apprentice)

Reports to: Office Manager

Location: Leigh Academy Minster/Snowfields Academy (Minster Campus)

Role Purpose

This is a very unique role providing experience working within both a mainstream and Special School setting.

To proactively support the development of a dynamic learning community through effective delivery of administrative services across both academies and ensure all stakeholders' needs are met, both internally and externally. To promote the academies in a positive manner at all times to staff, pupils, parents and visitors.

Key Reception responsibilities

- Present a professional, welcoming service, greeting all visitors to Leigh Academy Minster/ Snowfields Academy, Minster, organising refreshments as required, being courteous and effective at all times.
- Ensure the reception area is maintained at all times to a high standard.
- Undertake specific areas of responsibility, as allocated by the PA to Principal across both academies.
- Maintain security by issuing visitors' badges
- Answer, screen and forward incoming telephone calls answering queries where possible and redirecting appropriately
- Take delivery of incoming mail and distribute to relevant members of staff/pigeon holes in a timely manner
- Assist the administration team with various administrative tasks including photocopying and scanning, shredding and filing, and distribution of correspondence and marketing mailshots.
- Escort visitors and students between academies

Administration

- To coordinate multiple electronic diaries and manage meeting room bookings
- Assist the administration team with various administrative tasks including photocopying and scanning, shredding and filing, and distribution of correspondence and marketing mailshots.
- Assist the Education Health and Care Plan (EHCP) administration team with the booking of Annual Reviews.
- Oversee relevant mailboxes to include, but not limited, info (for both Leigh Academy Minster/ Snowfields Academy (Minster Campus)) and reprographics to ensure that all necessary communications are responded to by the relevant members of staff in a timely manner
- Centralise stationery and other office equipment resources, utilising an asset management system for larger/ more expensive items and place orders where necessary
- Ensure that there is adequate stock of Trust and academy information in reception including newsletters and prospectuses.
- Able to support parents/ carers with setting up accounts for the academy's online systems such as ParentPay and My Child At School.

- Liaise effectively with all site staff including cleaning and catering personnel to ensure the academy offices and common areas of the school building are maintained to a high standard.
- First Aid and Administering Medications.

Admissions

- Work collaboratively with the Office Manager to process all admissions through the correct systems for Leigh Academy Minster/ and Snowfields Academy (Minster Campus)
- Liaise with relevant staff to ensure that on-roll and off roll dates are clear and student details are added and removed correctly to the Management Information System to ensure that records are correct at all times.
- Oversee and work with the Trust IT team to ensure the Academy admissions webpages are up to date at all times
- Supporting the Central Admissions Officer with enrolling and onboarding students who join via In-Year admissions and following protocol when doing so

Marketing

- Work with the Trust IT Team to produce marketing material such as leaflets, banners, posters, etc
- To support the PA to the Principal for the compilation and yearly updating of the content of the Academy Prospectus.
- Support the PA to Principal as press liaison officer with ensuring the Academy receives a high profile within the local community.

Pupil Premium and Free School Meals

- To support the College Administrator with responsibility for Free School Meals to ensure that FSM system operates effectively for both the Academy and the Local Authority

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
- To oversee pupil medical matters as necessary
- To assist with providing cover for support staff absence in other colleges or reception where appropriate
- Comply with Health and Safety Regulations.

Person Specification:

- 5 GCSEs at Grade C/4 or equivalent, including Mathematics and English.
- Excellent organisational and planning skills with outstanding attention to detail
- Demonstrate a high level of initiative
- Computer literacy in usual office applications
- 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

The key tasks outlined above are generic to the role of Administrator. In addition, you will be expected to undertake the specific tasks as outlined by your Line Manager.

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.