JOB DESCRIPTION for Administrator

Name:

School: Kennington CE Academy	**Location: Kennington, Ashford**
Job title: Administrator	**Salary range:**
Start Date:	**Subject Leadership:** N/A
Hours of Work:	

Job Purpose

- To provide highly effective support in managing and leading the school, through confidential and personal service.
- To maintain the efficient running of the administration.
- To contribute to the overall ethos, work and aims of the school.
- To contribute to the delivery of an effective high quality service across the range of administration, liaising with others on behalf of the Headteacher.
- To undertake project work and related activities as directed by the Headteacher ensuring continuity of service.

Main Duties and Expectations

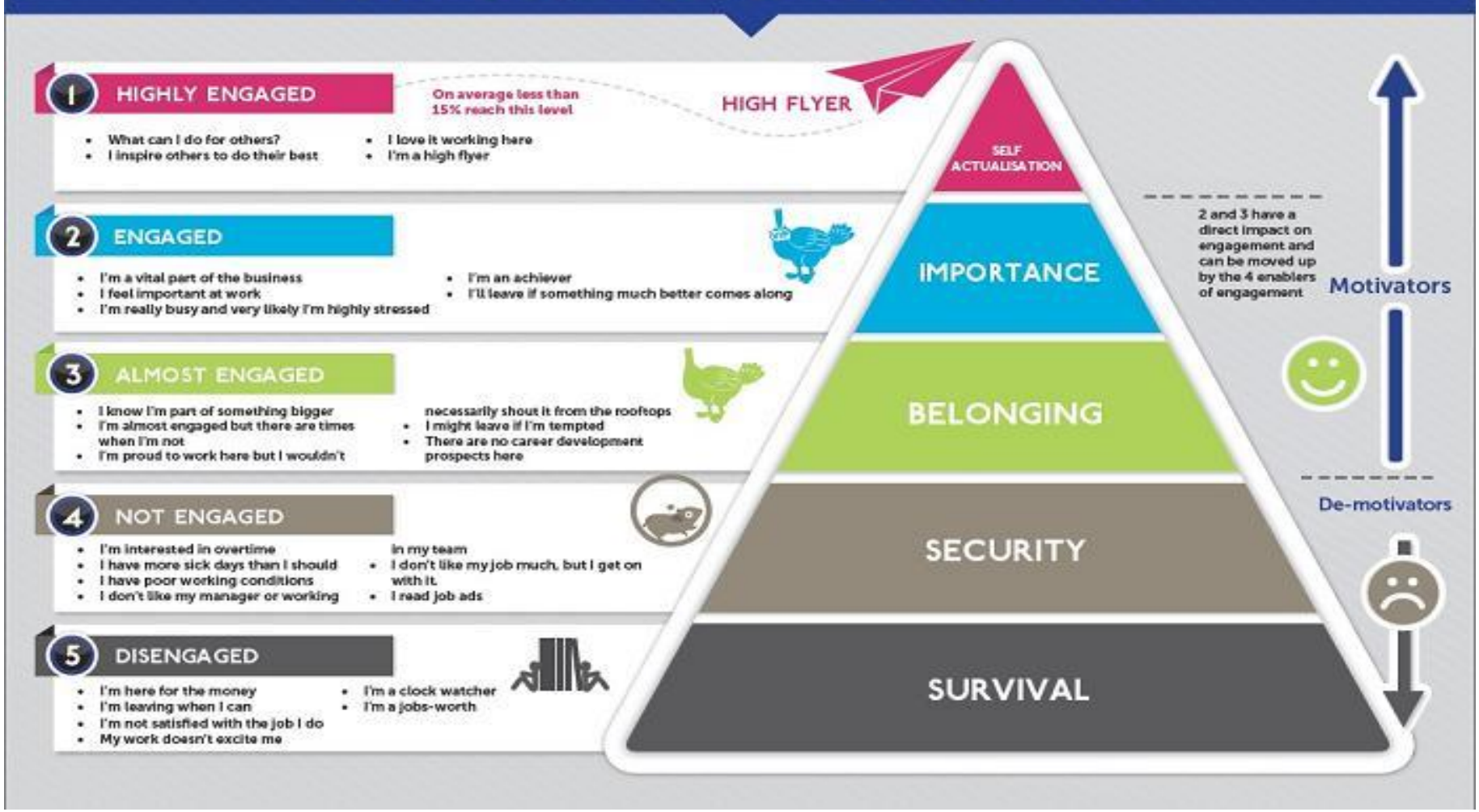
- To provide an efficient and confidential administrative and secretarial service, including arranging school related travel requirements for courses.
- To undertake secretarial work including word-processing, document publication and assistances, daily website update, filing etc
- Be the point of contact for the SLT, dealing with all third parties and taking all calls relating to the SLT.
- Maintain and update the online staff diary for weekly bulletin.
- Update Staffroom Board e.g. dates, W/B, coaches etc
- Update Parent Boards – events, next step etc
- Manage verbal and written communications on behalf of, and in conjunction with the SLT; ensuring highest quality presentation of documents which should reflect the school's ethos, vision and values.
- Update the academic calendar and timetables for the staff.
- Receive post and draft letters to staff, parents and all stakeholders.
- Compile the Newsletter from all information from staff, Governors and PTFA. Ensure all is in place
- Admin Data element e.g. Interim Report and Pupil Conference update
- To oversee the organisation, arrangements and preparation of school events. To provide reception and hospitality for the school visitors to meet SLT.
- Produce and distribute all letters and correspondence to parents using emails and text systems.
- Advise and assist parents with urgent sensitive issues and make arrangements for them to see SLT/FLO.
- Ensure all documents are kept up to date by relevant staff.
- Complete minutes when required. E.g. Staff Meetings, TA meetings, PPM
- Complete reward certificates, children's cards, Golden Tickets, Theme Week books etc in line with expectations
- Carry out research, obtain information and provide analysis and evaluation data and information and produce reports and records as required.

- Comply with and assist with the development of policies and procedures and report all concerns to appropriate person re child protection. Transfer and keeping up to date SEN/PP files.
- Print policies and pen drive updates to GovHub, website, staff drive, KLZ etc
- Set up Folders when requested
- Update Parental Floor Books, Charity Support Board, parental engagement etc updated
- Attend Learning Conference – engage parent questionnaires
- Administration role of SEN/DSL/SLT – open door, letters for exclusion etc
- Carry out administration of complex procedures, including submission of forms.
- Cover reception duties when required.
- Impact Report questionnaires from EHT to Govs – separating into staff role areas
- Maintain and monitor the site for engagement, GDPR and health and safety.
- Participate in training and development activities and programmes as required.
- Prospectus update with pictures and printing
- Contribute to the school's commitment to equality of access to opportunities to learn and develop for all pupils.
- Contribute to the schools Christian Distinctiveness.
- To complete any other requests from the SLT, including support in the other school if needed.

An annual review of this job description and allocation of particular responsibilities will take place as part of the Appraisal process.

Staff signature …… Date

Appraiser's signature……Date

Headteacher's signature …… Date

MASLOW'S HIERARCHY OF NEEDS APPLIED TO EMPLOYEE ENGAGEMENT