

Head of Academy Administration

Job Description

Grade: KR9, (points 28 – 33) plus payment for additional responsibility

Hours: 37 hours per week

Reports to: Academy Principal

Responsible for: Administration Team

Vision:

To be an outstanding community academy, whose focus is on learning, as well as on personal and social development, and to be ambitious for all regardless of circumstance.

General expectations:

- To demonstrate high professional practice in all areas of work.
- To help progress the academy towards our vision through a focus on raising the aspirations of students
- To be an excellent role model for students, commanding respect and being a positive presence around the academy.
- To be efficient and effective, highly organised in all areas of work
- To promote actively the academy's ethos through actions and words
- To adhere to the staff dress code

Specific Accountabilities:

- To provide a general support service (including PA services) to the Principal and Leadership Team of The Ebbsfleet Academy, undertaking specific operational tasks and projects on their behalf, maintaining operational rotas, the academy calendar and handbook and providing logistical support for activities, thereby contributing to the smooth running of the school
- To liaise with the Principals of the Brook Learning Trust member academies and other outside agencies as necessary, as well as the clerk to the individual Academy Councils as appropriate; being the academy's link to the Chair of Academy Council

- To maintain a close working relations with, and be the link person for the Executive Support Officer at BLT in managing diaries, preparing papers and maintaining electronic and paper-based information systems
- To maintain a close working relationship with, and be the link person for the Human Resources Manager at BLT, dealing with HR issues, including recruitment documentation, vetting and safer recruitment interviews
- To be the complaints co-ordinator for the academy, dealing with the initial complaint and arranging for any further investigation by the LT, and arranging any meeting with the Chair of Academy Council or BLT
- To liaise with the BLT finance team, ordering and assisting staff with finance and order queries
- To liaise and work in collaboration with the marketing officer to ensure effective marketing of the academy including production of the management of the academy website, newsletters and prospectus
- To be the academy's Educational Visits Co-ordinator
- To be the first point of call for communicating with parents
- To be the academy liaison person for all site and external facilities staff including site maintenance, health and safety and cleaning services
- To lead the academy pupil admissions process in line with legislative guidance and manage the academy admission policies
- To supervise and monitor the work of the administration team, line manage staff including appraisal, ensuring the efficient day to day running of the academy, and to induct and train new administrative staff
- To plan/organise all academy events to include open morning and parent evenings, and to manage all necessary administration and catering support for such events.
- To record staff absence within the academy on SIMS.

Such other duties appropriate to the grade of the post as may be assigned from time to time by the Principal.

PERSON SPECIFICATION – Head of Academy Administration

Key: The following Key shows at which stage each criterion needs to be evidenced.

(A) = Application Form, (I) = Interview, (T) = Task / Assessment Centre

Attributes	Essential	Desirable
Qualifications/Experience	<ul style="list-style-type: none"> • English & Maths GCSE or equivalent at C or above (A) • Management of a team (A & I) • Project or events management (A & I) 	<ul style="list-style-type: none"> • Degree level qualification (A) • Previously worked in the education sector (A) • Education software and processes (A & I) • Management of an admin team (A & I)
Knowledge/Skills	<ul style="list-style-type: none"> • Ability to engage and motivate staff (A & I) • Effective workload management (I & T) • PA or Executive Assistant or similar role (A) • Ability to anticipate and develop processes (I) • Excellent IT skills • Advanced Excel skills including pivot tables and Vlookup (T) 	<ul style="list-style-type: none"> • Coaching and/or mentoring skills (A) • Performance management of staff (A & I) • Conflict handling (A & I) • Knowledge of the schools admissions process (A & I) • SIMS (School Information Management System A & I)
Personal qualities	<ul style="list-style-type: none"> • Integrity (I) • Flexibility (I) • Ability to communicate with various stakeholders (I & T) • Attention to detail (A, I & T) • Calm and methodical (I) • A team player (I) • Resilient (I) 	
Other requirements	<ul style="list-style-type: none"> • Committed to safeguarding and promoting the welfare of young people 	