



# Brook Learning Trust THE HAYESBROOK SCHOOL



<b>JOB TITLE:</b>	<b>Head of Academy Administration</b>
<b>RESPONSIBLE TO:</b>	Principal
<b>GRADE:</b>	Kent Range 9
<b>HOURS:</b>	37 hours per week, all year round
<b>RESPONSIBLE FOR:</b>	Office Administration Team including marketing and Reprographics.

## **JOB PURPOSE:**

To lead and be accountable for the provision of an efficient and highly effective administrative support service to the Academy; to deploy, direct and control the work of the administrative support team, ensuring that deadlines are met and that all documents are of a high quality and in house style. Deploy, direct, coach and develop direct reports. To act as PA to the Head of School.

## **PRINCIPAL RESPONSIBILITIES:**

- To act as the front line of contact for incoming enquiries and referring to Principal as appropriate.
- To manage the Principal's diary and time effectively
- Deal with all correspondence and email traffic
- To liaise with managers across the Trust as appropriate: Finance, Trust Exec, HR etc
- To lead the academy's admissions process in line with legislative guidance as well as academy policy
- To take confidential minutes as requested
- To oversee all marketing material with school administrator: website, prospectus, newsletters, PowerPoint presentations etc.
- Ensure website is legally compliant: PP update, AEN report, policies etc.
- To ensure that reception is smooth running and maintains a calm environment according to all safeguarding procedures
- Support HR with staff absence and recruitment
- To ensure first aid is delivered competently by admin team
- To create draft academic calendar and manage the academy diary.
- To ensure the effective and efficient running of the administrative functions across the academy
- Update staff handbook/ staff planner as appropriate
- Produce weekly staff newsletter (bulletin)
- To ensure all documentation is handled effectively and in a timely fashion
- To undertake any other reasonable task requested by the Principal or Senior Leadership Team
- Monitor the professional development of the admin staff and carry out Appraisal reviews ensuring SMART targets
- Induct and train new admin staff

## **General Duties:**

- To be responsible for personal continued professional development and those of other administrators
- To ensure and maintain excellent communication within and outside of the academy
- To assist in the organisation of academy events and lead others in the same
- To adhere to Health and Safety Regulations
- Adhere to professional and staff codes of conduct at all times
- To be a first aider (training will be given if necessary).

- To keep confidential any issues related to The Hayesbrook School and Brook Learning Trust which are deemed confidential
- To participate in appropriate meetings
- To read, understand and adhere to all Trust and Academy policies
- Support the continued ethos and aims of The Hayesbrook School and the Brook Learning Trust

### **Events outside of School Hours**

- New student Induction Events
- Open Evening
- Prize giving

### **Skills**

- Highly organised, unflappable and with a good sense of humour
- Capacity to handle a large workload under pressure
- The ability to communicate well at all levels
- The ability to be flexible in working practices
- First class ICT skills: Word, Outlook, PowerPoint and Excel
- Fast and accurate typing
- Excellent attention to grammar with the ability to proof-read complex documents
- To maintain the strictest confidence in all matters
- Ability to lead, motivate and inspire a team of support staff

### **Organisational Citizenship**

- Ensure personal conduct is professional, compassionate and courteous.
- Maintain own knowledge of Trust and Academy policies, and act in accordance with these
- Engage with the Brook Learning Trust appraisal process, in particular how your own role contributes to the vision for the Trust and your Academy
- Seek opportunities for Continued Professional Development and suggest those that may benefit others in the organisation

**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"> <li>• English &amp; Maths GCSE or equivalent at C or above (A)</li> <li>• Management of a team (A &amp; I)</li> <li>• Project or events management (A &amp; I)</li> </ul>	<ul style="list-style-type: none"> <li>• Degree level qualification (A)</li> <li>• Previously worked in the education sector (A)</li> <li>• Education software and processes (A &amp; I)</li> <li>• Management of an admin team (A &amp; I)</li> </ul>
Knowledge/Skills	<ul style="list-style-type: none"> <li>• Ability to engage and motivate staff (A &amp; I)</li> <li>• Effective workload management (I &amp; T)</li> <li>• PA or Executive Assistant or similar role (A)</li> <li>• Ability to anticipate and develop processes (I)</li> </ul>	<ul style="list-style-type: none"> <li>• Coaching and/or mentoring skills (A)</li> <li>• Performance management of staff (A &amp; I)</li> <li>• Conflict handling (A &amp; I)</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>• Flexibility (I)</li> <li>• Ability to communicate with various stakeholders (I &amp; T)</li> <li>• Attention to detail (A, I &amp; T)</li> <li>• Calm and methodical (I)</li> <li>• A team player (I)</li> <li>• Resilient (I)</li> </ul>	
Other requirements	<ul style="list-style-type: none"> <li>• Committed to safeguarding and promoting the welfare of young people</li> </ul>	

Agreed By ..... Date  
Job Holder

Approved By ..... Date  
Line Manager