Job description: Academy Administrator

Responsible to:	HR Manager / Administration and MIS Manager / Head of College
Period of Notice:	2 months
Pay scale:	TDA Pay Scale – Pay Point TDA15

Job Purpose:

General Duties and Responsibilities

- Provide day-to-day administrative support in areas such as employee and student records, examinations and preparing reports.
- Answer telephone calls, respond to emails and deal with enquiries in a professional and friendly manner.
- Welcome visitors, parents, carers, professionals and contractors to the Academy.
- Prepare, type, photocopy, scan and distribute reports, forms and other documents.
- Maintain accurate filing systems, both electronic and paper based.
- Arrange meetings, book rooms, prepare agendas and take minutes when required.
- Assist with the preparation and distribution of Academy communications.

College

- Assist in the co-ordination of Communication Support Worker's (CSW) timetables, in accordance with students' support requirements.
- Assist with the administration of CSW CPD.
- Provide administrative support to the Head of College.

CPD and Training Coordination

- Ensure timely processing and accurate record management of all academy training and CPD
- Book, record and track compliance of all training and CPD through the HR MIS
- Administer the CPD cycle for Education and Care training bookings, including planning and booking interpreters for weekly CPD sessions with Education and Care Teams
- Support the Head of HR in the training requirements input for the academy's inset days, as part of a wider working group
- Provide reporting on the compliance of training and respond to line manager and HR team requests for training information, to support workforce planning and Ofsted/CQC records
- Process ad-hoc requests for training and the administration of associated finance processes
- Issue relevant staff training agreements, as per the staff development form processes
- Support the Head of HR in developing the training and CPD areas of the HR MIS
- To provide administration support to Senior Leaders in conducting regular skills audits for their teams
- Support the quality assurance and evaluation of training through issuing feedback forms and reporting on trends and issues

<u>Other Duties</u>

- To work in collaboration with wider Academy teams, maintaining positive and effective relationships across the academy
- To undertake any further training and professional development priorities, including building own deaf awareness and about the academy's bi-lingual and bi-cultural environment

- Support with projects as requested
- To always uphold and demonstrate the values of the Academy
- Participate in annual performance appraisals and undertake relevant staff development
- To be responsible for the health and safety of self and others (in accordance with the Academy's Health & Safety Policy)
- To be responsible for promoting and safeguarding the welfare of children and young adults responsible for (or come into contact with) in accordance with the Academy's Safeguarding Policy & Procedures

The above list is indicative and not exhaustive. The postholder is expected to carry out all such additional duties as are reasonably commensurate with the role.

Person Specification: Academy Administrator

Criteria	Essential	Desirable
QUALIFICATION & TRAINING		
GCSE qualifications in Maths & English Grade C/Grade 5 or above	*	
Level 3 business administration qualification (or equivalent experience to this level)	*	
Committed to completing British Sign Language Level 1 qualification via the academy	*	
EXPERIENCE		
Experience in delivering high quality administration support	*	
Experience of working within a team and supporting team objectives		*
Experience of an administrative role in the education, public or charity sector		*
Experience of coordination across multiple project or task work areas	*	
Experience of using management information systems and data processing	*	
Experience of working with others to improve systems and processes		*
SKILLS		
Adept at managing multiple tasks and tracking through to completion	*	
Attention to detail and thorough approach to data processing	*	
Ability to handle data and information accurately and securely	*	
Proficient user of IT packages, including Word and Excel	*	
Understanding of data protection principles and the importance of confidentiality when handling sensitive information	*	
Able to plan and organise workload well, seeking guidance when needed	*	
Able to communicate and interact with a variety of people	*	
Proactive and pragmatic, able to seek out what is needed when faced with unclear information or actions		*
PERSONAL QUALITIES		
Support the academy's safeguarding culture	*	
A resilient and proactive professional that thrives in a busy environment	*	
A strong work ethic with the ability to go the extra mile for all staff	*	
A proven team player who will be happy helping others as much as themselves	*	