

JOB DESCRIPTION

POST TITLE:	Administrative Officer, Administration Team, Coventry Academy
POST RESPONSIBLE TO:	Team Leader, Administration Team, Coventry Academy
SALARY:	Grade 2 SCP3 to SCP 7 41 weeks £17,385 - £18,819 (Pro rata salary £8693 to £9410) 0.5 FTE (07:30 to 11:15 daily, term time only)
CONTRACT TYPE:	Permanent, part-time, term time only plus 2 weeks prior to the start of the academic year.
HOURS:	07:30 to 11:15 5 days per week, term time only (41 weeks with a requirement to work during A Level & GCSE results weeks in August).

Job Purpose

Under the direction of the Team Leader, to support the day-to-day administration of the WMG Academy to facilitate the operational needs of students, as well as staff, parents/carers, visitors and other stakeholders.

Duties and Responsibilities:

The exact duties and responsibilities will be negotiated with the post holder. These will include:

Cover

Coordinating staff Cover each to ensure that lessons are covered in the event of staff absence, maintaining accurate records of staff absence. Liaising with internal staff regarding covering lessons and with supply agencies, in line with budgets and associated procedures for DBS check, as required. To produce and prepare Cover work alongside teaching staff and subject leads.

Parental Engagement:

- Preparation and distribution of parental letters using online messaging systems;
- Upkeep of student records, including parent phone numbers and email addresses;
- Support in the organization of parents' evenings alongside the Senior Leadership Team;
- Support for parental reports and progress checks;

Student recruitment:

- Providing administrative support for induction after acceptance of place;
- Liaise with parents and others, as required.

Teaching and Learning Administrative Support:

- Provide administrative support to the Assistant Principal for Teaching and Learning;
Maintain Quality Assurance records;
- Assist with the management of formal observations and learning walks.

Educational Visits:

- To support the arrangements for educational visits, deploying the various systems and procedures for managing trips and visits and offering guidance and support to colleagues where necessary. This may include booking transport, venues and other activities, preparing letters, lists and itineraries as required; Coordinate arrangements for school visits and residential trips, ensuring all risk assessments and documents have been prepared;

16-19 Bursary

- Implement the Bursary process alongside the Head of Sixth Form and the Director of Finance, in line with budgets and demands;
- Promote and actively encourage applications from students;
- Process applications in line with eligibility criteria;
- Liaise with the Finance Department to ensure payments are made

Roles and Responsibilities - Generic

The following apply to all members of the Administration Team:

- Work within the Administration Team to provide a first class service to WMG Academy's students, staff and visitors, which will include covering Reception, as necessary.
- Model the highest professional standards to staff and students in all aspects of the role;
- Be committed to working in a cohesive, supportive and forward-thinking team of colleagues which shares an ambitious vision for the WMG Academy;
Be prepared to work flexibly in other areas, e.g, open evenings, parents' evenings, weekend induction/open events;
- To work at all times to the standards set out in the Code of Conduct for Staff;
- Any other duties as requested by Line Manager and commensurate with grade.
- Ensure all telephone and personal enquiries are dealt with efficiently and effectively in a way which promotes a positive image of the Academy;

- Work within the GDPR and Data Protection requirements.

PERSON SPECIFICATION FOR ADMINISTRATIVE ASSISTANT

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively:

REQUIREMENTS The post holder must be able to demonstrate the following.

(E) = Essential. D = Desirable.

QUALIFICATIONS

GCSE (or equivalent) grade C or above in English and Mathematics (E)

Educated to A Level/Level 3 (D)

Evidence of continuing professional development (D)

EXPERIENCE

Previous administration experience (E)

Experience as working as part of a busy team, ideally in a school (D)

Previous education administration experience (D)

KNOWLEDGE AND SKILLS

Excellent verbal and written communication skills (E)

Excellent interpersonal skills (E)

Ability to deal with difficult conversations in a calm manner, using high levels of tact and diplomacy (D)

Computer literate, with familiarity with applications such as MS Office (E)

Ability to work unsupervised and take the initiative (D)

PERSONAL ATTRIBUTES

A commitment to ensure data is processed appropriately, in line with policy and legislative requirements (E)

Ability to establish positive relationships with students, staff and visitors (E)

Flexibility and adaptability; confidentiality and discretion (E)

A commitment to safeguarding to learners within the Academy (E)

Enthusiasm, optimism and energy (E)

Ability to organise, plan and prioritize (D)

Flexibility

In addition to the above duties, it is expected that there will be additional occasional work in evening/weekends, e.g. supporting events, open days, induction days and parents' evenings. Time off in lieu (TOIL) will be given during term time by agreement in advance with the line manager and in line with the WMG TOIL policy.

All offers are subject to clearance of references and enhanced DBS checks.

