

JOB DESCRIPTION

Job Title:

Academy Administrator

Location:

CHARNWOOD COLLEGE

Job Purpose:

This is a key role within the Academy, to work alongside the Senior Administrator and/or Academy Operations Manager (AOM) to provide to provide efficient administrative support to the school office while taking lead responsibility for first aid provision and the safe administration of medication to pupils, ensuring the welfare, health and safety of students at all times.

Background:

The David Ross Education Trust (DRET) is a network of academies with a geographical focus on Northamptonshire, Leicestershire, Lincolnshire, Yorkshire/Humberside and London.

Our aim is to be the country's leading academy chain, committed to delivering the highest educational standards alongside an unrivalled package of sporting and cultural enrichment.

Reporting To:

Senior Administrator and/or Academy Operations Manager

KEY RESPONSIBILITIES

MAIN DUTIES

This Job Description is not a comprehensive definition of the post. Regular discussions will take place to clarify individual responsibilities within the general framework and character of the post, as identified below.

- ★ Administrative Duties
 - ★ Provide general administrative support including reception duties, answering phones, emails, and dealing with enquiries from parents, staff and visitors
 - ★ Maintain accurate pupil records and update school information systems
 - ★ Support attendance monitoring, filing, correspondence and data entry
 - ★ Assist with day-to-day office organisation and support the wider administrative team
 - ★ Ensure confidentiality and data protection requirements are met at all times
- ★ First Aid & Student Welfare
 - ★ Act as a designated First Aider for pupils and staff in line with school policies
 - ★ Assess and treat minor injuries and illnesses, and respond appropriately to medical emergencies
 - ★ Maintain accurate records of all first aid incidents and treatments administered
 - ★ Contact parents/carers and emergency services when required
 - ★ Monitor students who are unwell and provide appropriate care until collected
- ★ Administration of Medication
 - ★ Administer prescribed medication to pupils in accordance with school policy and medical care plans
 - ★ Ensure written parental consent and appropriate documentation is in place before administering medication
 - ★ Maintain secure storage and accurate records of medication administered
 - ★ Liaise with parents, staff and healthcare professionals as appropriate
 - ★ Support students with ongoing medical needs, including allergies, asthma, diabetes or other conditions

OTHER

- ★ Operate at all times within the stated policies and practices of the school.
- ★ To undertake any other duties commensurate with this role as required, in particular supporting all levels of leadership with administration work.
- ★ To safeguard the integrity of all Trust data by ensuring the accurate input and audit, as required, of information being inputted to DRET systems.
- ★ To work alongside the broader Administration Team to ensure operational cover is maintained.
- ★ Establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- ★ Contribute to the ethos of the school through effective participation in meetings and management systems necessary to coordinate the management of the school.
- ★ To make an active contribution to the policies, aspirations and plans of your Department and the Academy.

PERSON SPECIFICATION

Your application will be reviewed against the essential and desirable criteria listed below.

Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application.

	Essential	Desirable
Qualifications and Professional Development		
Educated to GCSE level/NVQ level 2, or equivalent, including English and Mathematics	✓	
To be a skilled user of Microsoft office, with the ability to produce, create and edit documents using Word, Excel, Powerpoint and Outlook	✓	
Knowledge, Skills and Experience		
★ Able to maintain the strictest confidentiality and integrity at all times.	✓	
★ Sensitivity when collaborating work with colleagues at all levels.	✓	
★ Highly organised and efficient and able to work to tight deadlines, often under pressure.	✓	
★ Excellent written and verbal communication skills with the ability to relate well to a wider range of stakeholders.	✓	
★ Able work under your own initiative and deal with demands of large and diverse Parent/Carer population.	✓	
★ Ability to work as part of a diverse team.	✓	
★ Able to promote the safeguarding and welfare of children and young people within the Academy.	✓	
★ Willingness to ensure that equal opportunities are promoted and developed within the Academy.	✓	
★ Able to promote inclusion at all levels.	✓	
★ Able to organise and motivate staff at all levels.	✓	
★ Experience of working independently with little supervision.	✓	
Equal Opportunities		
★ A commitment to promoting equality and diversity, providing an inclusive and co-operative environment in which all students and individuals working for and on behalf of the organisation feel respected and able to give of their best.	✓	

Safeguarding		
★ Committed to promoting the welfare of all children and creating a safe environment in which children can learn; considering, at all times, what is in the best interests of the child.	✓	
★ Play an important part in the wider safeguarding of children - identifying concerns, sharing information and taking prompt action to safeguard and protect them.	✓	
★ Aware that the Trust will take all steps to prevent those who pose a risk of harm from working with children. Recruitment procedures ensure rigour in identifying and rejecting people who might abuse children.	✓	
Health and Safety		
★ Aware of Health & Safety and Safeguarding as appropriate to role	✓	

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This Job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

The David Ross Education Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo vetting appropriate to the post, including a social media presence check and Enhanced DBS check. The successful applicant will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the Trust.

All pre-employment checks are in line with "Keeping Children Safe in Education" statutory guidance.