

Post Title	Administrator		
Post Ref No.			
Responsible To	Admin Manager		
Grade	Grade 4		
FTE Salary	£25,583	Actual Salary	£21,627.57
Contracted Hrs.	35 hours per week	Term Time/Full Year	Term Time plus 3 weeks
Place of Work	The Whitehaven Academy		

Purpose	<p>This role covers a broad range of duties from day-to-day administration functions such as handling correspondence, printing, photocopying, room booking, as well as supporting teachers and support staff with organising Parents' Evenings, transition events, maintaining intervention registers and detention lists.</p> <p>It will also provide administrative and clerical support to the academy. You will be the first point of contact with the general public in person and by telephone.</p> <p>Within this role you will come into contact with a wide range of people including teachers, students, parents and carers, and visitors to the academy.</p> <p>Whilst this list is not exhaustive the academy reserves the right to add additional duties in response to the needs of the academy.</p>
Main Duties and Responsibilities	<p>Reception Duties:</p> <ul style="list-style-type: none"> • Answer telephone calls and deal efficiently and effectively with any messages. • Deal with everyone entering and exiting the academy, ensuring that all protocols in relation to sign-in and out procedures and safeguarding are followed. • Ensure deliveries are signed for and distributed appropriately and in a timely fashion. • Ensure that the front of house area is welcoming, clean and tidy. <p>Operational support for the school:</p> <ul style="list-style-type: none"> • Assist with organising school events - Parents' Evenings, transition events, etc. • Report any health & safety, faults etc. to the relevant parties. • Deal with lost property and confiscated items. • Produce, maintain and update informative, high quality displays including the production of notices, maps, student information etc. • Issue ID badges. • Assist with fire drills; including printing and distributing registers. • Deal with arrangements for the minibus - managing bookings, maintain driver information, issue keys etc. • Organise student photographs - orders, distribution, on site arrangements • Assist with lettings and hire of premises - bookings, liaising with site team, act as a point of contact for users.

<p>Main Duties and Responsibilities (continued)</p>	<p>Data Support:</p> <ul style="list-style-type: none"> • To undertake the administration and data tasks for any exclusions issued, as per the academy procedures. • Import and export CTF files as necessary. • Input new students onto SIMS as necessary. • Ensure all support calls are logged, and passed to the appropriate member of staff in a timely fashion. • Maintain and update registers i.e. intervention, free school meals etc. • Produce and print reports, as directed by the Administration Manager. • Undertake all the necessary administration to support any pastoral detentions. • Provide administration support for the academy's online systems i.e. homework, communications system, parents evening, parent pay or room bookings. • Assisting the pastoral team by producing reports / timetables and locating students as required. • General data inputting as directed. • Administration and Secretarial duties. • Handle incoming and outgoing correspondence, ensuring it is distributed accordingly and in a timely fashion, including texts to parents. • Send emails and make phone calls as required • Manage e-mails and respond as necessary • Photocopying, printing and laminating • Deal with room bookings • Maintain stationery stock, and operate the school stationery shop • Produce high quality letters, and carry out enveloping as necessary. <p>Marketing & Communications Duties:</p> <ul style="list-style-type: none"> • Act as the central point of contact within the academy to collect good news, draft news stories and post on the academy website and issue to local media • Under the guidance of the Administration Manager, compile parent letters, arrange distribution and upload to the website. • Work with CET to ensure the academy website is up to date and content is provided for the academy prospectuses and other required collateral. • Support with the organisation of events i.e. Open Evenings etc.
<p>Support for the Academy</p>	<ul style="list-style-type: none"> • Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person • Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. • Contribute to the overall ethos/work/aims of the school • Establish constructive relationships and communicate with other agencies/professionals to support achievement and progress of pupils • Participate in training and other learning activities as required • Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate • Undertake planned supervision of pupils' out of school hours learning activities • Supervise pupils on visits, trips and out of school activities as required

General	<ul style="list-style-type: none"> • Attendance at Staff Briefings, Staff Meetings etc where appropriate • Awareness of and compliance with all academy policies and procedures especially those relating to Child Protection, Health and Safety, security and confidentiality • Participation in appraisal as required • Other duties as required in support of the academy within the scope of this post.
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	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Relevant NVQ 3 or equivalent qualification or experience in a relevant post. <p>GCSE or equivalent numeracy and literacy</p>	Evidence of further training in school-based support
Experience & Skills	<ul style="list-style-type: none"> • Secretarial/administrative experience in a school-based setting. • The ability to deal with sensitive and confidential information. • Experience of development, management and operation of administrative systems • Effective use of ICT packages and other equipment/resources, including a photocopier/scanner. • Mail merge experience • Very good ICT skills including use of word, excel and PowerPoint. • Ability to relate well to children and adults. • Ability to plan, organise and prioritise workload • Excellent communication skills • Work constructively as part of a team, and have an understanding of roles and responsibilities and your own position within this. 	<ul style="list-style-type: none"> • Experience of using a school database i.e. SIMs etc. • Experience with minute-taking • Experience of preparing and controlling data and checking for accuracy. • Knowledge of relevant, policies/codes of practice and awareness of relevant legislation in a school-based setting.

ADDITIONAL INFORMATION	<p>It is the practice of this school periodically to examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the school's aim to reach agreement on any alterations. If this is not possible the Headteacher reserves the right to insist on changes to job descriptions after consultation.</p> <p>All external appointments are subject to Cumbria Education Trust's standard probation periods and assessment</p>
SAFEGUARDING	<p>Applicants for all posts must be willing to undergo safeguarding screening appropriate to the post.</p> <p>Cumbria Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p> <p>All staff members are required to complete an enhanced DBS disclosure.</p>