



Reports To: Principal

Why	<p>Job Summary</p> <ul style="list-style-type: none"> To support the management of the academy in all administrative matters. Primary responsibility for aspects of People services related duties, pupil administration and some minor financial processes. 	
What	<p>Main Responsibilities</p> <ul style="list-style-type: none"> Where required, record goods receipt in the financial system and maintain a record of fixed assets and inventory, including the physical marking of assets. Support Central Finance with the provision of financial information and reports to enable the preparation and audit of financial accounts and statements within statutory deadlines. Resolve ad hoc queries from suppliers and maintain relationships with suppliers to ensure an effective procurement process. Perform financial tasks in line with local procedures and Trust Financial Regulations. Undertake all aspects of the academy's People services function with the support of the Trust's People Directorate, including managing staff absence, ensuring RTW compliance and authorisation of timesheets. Support SLT with staffing structure and recruitment. Co-ordinate pupil details and action information required for the Principal, teaching staff and external organisations. Manage all aspects of routine and non-routine admissions for the academy, ensuring the Admissions Policy is adhered to. Keep inventories of equipment and arrange, in liaison with the Principal and Procurement team, the maintenance and/or replacement of equipment and furniture. Undertake routine administration tasks, including inventories, reports, data entry, etc. Provide clerical support, including word processing, photocopying, filing and emailing. Sort and distribute incoming and outgoing mail and all incoming emails. Collate and maintain databases and academy systems. Organise and coordinate academy trips and visits, attending OVC training where necessary. Maintain the academy's website and social media accounts in liaison with the Media Team and SLT. Identify new opportunities for further communication opportunities as appropriate. Cover reception duties as necessary, be the first point of contact for parents, pupils, visitors and staff coming into the academy. Maintain diaries, arranging appointments/meetings as appropriate, including venues, facilities and refreshments. Prepare and distribute documentation. Keep visitors' logs up-to-date and inform relevant staff of all scheduled appointments. Ensure confidentiality at all times. Any other responsibilities deemed appropriate to the level of post. 	
How	<p><u>Competencies</u></p>	<p><u>Personal Attributes</u> (level expected when job is conducted to the required standard)</p>

	Framework <i>Seeking to establish the framework and guiding principles; making a positive contribution to the ethos of the Trust.</i>	Supports others to apply the Trust's ethos.	
		Participates in Health & Safety working teams.	
		Encourage individual and collective responsibility.	
		Disciplined, tenacious and pragmatic.	
	Development <i>Monitoring, coaching, guiding and supporting teams and individuals setting examples of desired behaviours.</i>	Take responsibility for cascading to the department up to date knowledge and information about a particular areas.	
		Embedding practice ensures highly effective professional contribution across the academy.	
		Give and receive effective feedback and act to improve personal performance.	
	Leading <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Has a basic understanding of supervision / managerial and business principles Consults widely and may provide direction to achieve results.	
		Encourages openness and honesty.	
		Does not apportion blame.	
		Understands the impact and implications of projects/activities on own or others areas of the organisation.	
		Fosters positive and productive relationships across the team in order to deliver	
	Task Management <i>Establishing appropriate courses of action for oneself and others to accomplish goals</i>	Sets clear objectives and checking for understanding.	
		Sets short term tasks (daily, weekly)	
		Contributes to plans for change	
	Communication <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Develops own effectiveness in role, adapting to changing prioritises	
		Ensures communication has met its purpose	
	Problem Solving/Decision Making <i>Able to identify a potential problem; propose and assess solutions and decide upon course of action</i>	Presents complex information and concepts in a way that is simple and easy to understand	
		Creatively focuses upon solving the problem. using different techniques/ experience from other areas	
		Responsible for proposing what decisions should be made within the team and what needs to be referred	
Collate, analyse and evaluate information within the scope of the role providing it for further analysis in a user-friendly format			
Context	Interfaces	Internal/ External	Deals with problems across departments to achieve resolution
		Financial impact/budget	Seek opportunities to collaborate with other professionals beyond the Academies and across the Trust.
	Scope	People (directly/indirectly manage)	Ensure resources are affordable and available to achieve improvement plans and stated strategic objectives.
		Travel	Act as a role model, promoting consistently high expectations of behaviour in a professional and courteous manner.
			You will be required to travel between academies within the Trust where necessary.

	Education, Qualifications and Experience (EQE)	<p>Essential: Must be educated up to GCSE grade C/4 in English and Mathematics and have working knowledge of administrative practices and experience of working in the education sector.</p> <p>Desirable: Relevant Business and/or Administration qualification and experience in a PA/Secretarial role.</p>
	Safeguarding	<p>All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check, in order to satisfy our statutory obligations.</p>

Whilst every endeavor has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.