

Job Description and Person Specification

Post Reference:

Job Title: Main Office, First Aid & Student Assessment Administrator

Academy Name: Leeds West Academy

Grade: C2: 17-19. Actual Salary: £18,750- £19,377

Hours: 26 hours per week, term time only plus 5 days

Accountable to: Academy Business Manager/Operations Manager & PA

Job Description

Role:

To support to the Academy Business Manager & Operations Manager & PA in managing daily tasks and ensuring the smooth operation of the Academy.

Working with the Academy Business Manager and Operations Team and on leading and managing an excellent administration and operational provision across the academy providing clear direction and oversight on day-to-day activities.

NB: All post-holders at the White Rose Academies Trust are responsible for improving the outcomes for learners and upholding the ethos of the academies. Keeping Children Safe in Education and the guidance for Safer Working Practices directs the work of every adult working at or associated with the White Rose Academies Trust.

Administrator Office Support & Student Assessment

Purpose of the Role

To provide high-quality administrative and operational support to the school office & operations team during periods of high call volume, assist with first aid duties, and coordinate the administration and processing of Year 10 student assessments. The postholder will support the smooth running of assessment activities, including preparation, analysis of results, record keeping, and associated paperwork.

Office Administration & Reception Support

- Support the main office during high-volume periods of incoming calls and enquiries.
- Support the main office with operational administration tasks assigned by the ABM, Office Manager or Operations Leaders
- Respond professionally and efficiently to telephone calls, emails, and visitors.
- Take accurate messages and ensure timely communication with relevant staff.
- Assist with general administrative duties including filing, photocopying, data entry, and document preparation.
- Maintain confidentiality and accuracy when handling student and staff information.
- To contribute to the reprographics function across the academy ensuring all printing is coordinated efficiently

First Aid & Medical Support

- Provide first aid support to students and staff in line with school procedures.
- Maintain accurate records of incidents, treatment, and communication with parents/carers.
- Monitor and restock first aid supplies where required.
- Liaise with pastoral teams and parents regarding student welfare concerns.

All Year Group Assessment Administration

- Coordinate the administration of all year group assessment activities.
- Prepare assessment schedules, student lists, registers, and associated documentation.
- Organise assessment materials and ensure accurate distribution and collection.
- Support the delivery of assessment sessions and provide administrative assistance to teaching staff.
- Ensure assessment paperwork is completed accurately and stored securely.

Analysis of Results & Reporting

- Input, maintain, and analyse assessment data using school systems and spreadsheets.
- Produce reports and summaries of assessment outcomes for staff and leadership teams.
- Identify trends or gaps in data to support student progress monitoring.
- Assist with preparation of student assessment records and documentation.
- Ensure deadlines for data collection and reporting are met.

Additional duties:

- Break and lunchtime supervisory duties as required.
- To analyse and evaluate data/information and produce reports as required.
- Additional responsibilities as directed by the Academy Business Manager when necessary to ensure the effective running of the Academy.
- Any other duties commensurate with the post

Equal Opportunities:

- Promote equality of opportunity so that all children, young people, and families can access and benefit from our Trust.
- Support the wellbeing, safety, and success of all students and young people, enabling positive educational and life outcomes.

Professional Responsibilities

- Uphold the professional standards expected of all academy staff in all interactions with colleagues, students, parents/carers, and the wider community.
- Act in accordance with the values, aims, and mission of the academy and White Rose Academies Trust.
- Contribute positively to the continuous improvement of the academy and to personal professional development through participation in training, meetings, appraisals, and by sharing ideas for improvement.

- Work collaboratively as a positive and supportive member of the team, recognising when to seek advice, guidance, or support.
- Apply academy and Trust policies and procedures consistently in all aspects of the role.
- Engage in reflective practice and appropriate continuing professional development (CPD) to improve effectiveness and maintain high standards.
- Contribute to the wider life, ethos, and objectives of the academy, including attendance at relevant meetings, training days, and events as required.

Safeguarding, Compliance and Conduct

- Comply with all academy and Trust policies and procedures, including those relating to safeguarding and child protection, health and safety, security, confidentiality, and data protection, and report any concerns promptly to the appropriate person.
- Take responsibility for safeguarding children and young people and for promoting their welfare, in line with statutory guidance and academy procedures.
- Maintain appropriate professional boundaries and conduct at all times.

Whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks can be identified. The job description may be amended by the Principal or Accounting Officer to reflect or anticipate changes to the role, commensurate with the grade and job title.

The post-holder may be required to undertake additional duties, as reasonably requested, to ensure the effective operation of the academy.

The Governors and Principals of White Rose Academies Trust are committed to safeguarding and promoting the welfare of children and young people and to ensuring that safer recruitment practices are in place.

White Rose Academies Trust values diversity and seeks to create a workforce that reflects the communities it serves. Applications are welcome from all individuals regardless of sex, sexual orientation, race, religion or belief, marital status, age, or disability.

White Rose Academies Trust expects all staff and volunteers to share this commitment. Appointments will be subject to Safer Recruitment procedures, including an enhanced Disclosure and Barring Service (DBS) check. A criminal record will not necessarily prevent employment; this will depend on the nature of the offence and the circumstances.

This role involves contact with children and constitutes regulated activity. It is an offence to apply for this role if you are barred from engaging in regulated activity relating to children.

Person Specification

It is essential that the candidate should be able to demonstrate the criteria for the post within the context of the specific duties and responsibilities of the role: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements. Candidates are not required to meet all the desirable requirements, however these may be used to distinguish between acceptable candidates.

You should be able to demonstrate that you meet the following criteria which are all essential:

E = Essential D = Desirable

Measured by:

A = Application Form

T = Test/Exercise

P = Presentation

I = Interview

R = References

Qualifications

E	GCSEs (or equivalent) in English and Maths at Grade C / 4 or above	A
E	Evidence of relevant administrative, operational or professional development	A I
D	A qualification in business administration, office management, operations or a related field	A
D	Health & Safety qualification (e.g. NEBOSH, IOSH Managing Safely or equivalent)	A
D	Project management, compliance or leadership qualification	A

Knowledge and Experience

E	Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application	A I R
E	Knowledge, understanding and commitment to safeguarding and promoting the welfare of students	A I R
E	Ability to form and maintain appropriate relationships and personal boundaries with students	A I R
E	Experience of preparing agendas, taking accurate minutes and circulating papers	A I
E	Experience of drafting high-quality correspondence, reports and official documentation	A I
E	Experience of liaising with a wide range of stakeholders including parents, governors, local authorities and external agencies	A I
E	Experience of handling sensitive and confidential information with discretion	A I R

E	Excellent telephone manner and communication skills.	A I
E	Experience of organising and supporting academy events across the academic year	A I
E	Ability to work independently and as part of a team	A I
D	Experience of working within an education, academy or MAT setting	A I
D	Experience supporting student assessments or examinations	A I
D	First Aid qualification or willingness to undertake training	A I
D	Experience analysing data and producing reports	A I

Skills and Competencies

E	Outstanding organisational and time management skills with the ability to prioritise competing demands	A I
E	Excellent written and verbal communication skills	A I
E	Ability to operate with initiative, anticipating needs and resolving issues proactively	A I
E	Ability to build effective professional relationships at all levels	I R
E	Strong attention to detail and accuracy	A I
E	Ability to manage complex calendars and schedules efficiently	A I
E	Confident IT skills including Microsoft Office, OneNote, calendars and data systems	A I
E	Ability to analyse information and contribute to reports and KPI discussions	A I
E	Ability to work calmly and effectively under pressure and to deadlines	I
D	Knowledge of Health & Safety compliance and representing the school for this area of work	A I
D	Ability to support or lead investigations, audits or inspections	A I

Behavioural and Other Characteristics

E	Committed to continuous improvement	A I
E	Carry out all duties having regard to an employee's responsibility under Health & Safety Policies	A I
E	Willingness to actively participate in training and development activities to ensure up to date knowledge, skills, and continuous professional development	A I
E	Demonstrates a positive, proactive and solution-focused approach	I R
E	Maintains professionalism, integrity and discretion at all times	I R
E	Committed to continuous improvement	I R

E	Willingness to work flexibly and attend meetings or events outside normal hours when required	I
E	Willingness to actively participate in training and development activities to maintain up-to-date knowledge and skills	A I

White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and an enhanced DBS check. Please note this role will involve contact with children and you will be engaging in regulated activity. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age, or disability.